

North Fayette Valley Employee Handbook



2021-2022

Revised July 12, 2021

Proud to Be

NORTH FAYETTE VALLEY



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Welcome to the 2021-2022 School Year

The administrative team of North Fayette Valley is proud to be working with a team of professionals who care about student outcomes and building relationships. We respect all of our employees and strive to communicate effectively our expectations and procedures for the betterment of our staff and district.

*This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

Definitions

- "The district" means the North Fayette Valley Community School District
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds or facilities" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School District Mission Statement and Core Values

The Mission of North Fayette Valley is to:

- ❖ Ignite Learning;
- ❖ Build Leaders;
- ❖ Achieve Excellence.

The Vision of North Fayette Valley is to create graduates who are:
Well rounded, engaged citizens impacting the future.

North Fayette Valley Core Values:

1. Safe environment
2. Students as unique individuals with diverse interests and abilities
3. Good citizenship (e.g. Integrity, Ethics, Respect, Responsibility)
4. Achievement (i.e. reaching full potential)
5. Partnerships with parents
6. Partnerships with community
7. A well rounded comprehensive curriculum
8. Lifelong Learning for all.

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The district is an EEO/AA employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to Joe Griffith, Affirmative Action Coordinator, *North Fayette Valley CSD, 600 N. Pine St. P.O. Box 73, West Union, IA 52175* or by phone at 563-422-3851

It is the policy of the North Fayette Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Joe Griffith, Superintendent, 600 N. Pine St., 563-422-3851, jgriffith@nfv.k12.ia.us, or Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Labor Management Committee

A Labor Management Committee established for the development of work rules as described throughout this handbook will be appointed. The Support Staff Union may pick 4 Representatives from different buildings and work categories. Certified Staff may also pick 5 representatives from

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different buildings and grade levels. Administration will be represented by the Superintendent and one Cabinet Member, and up to 3 NFV School Board members. The current members will serve for two years (if possible).

The purpose of this committee is to review handbook items and provide feedback on possible changes or to bring issues with handbook language to the administration. Our goal is to develop a strong understanding of these work rules so that all employees of the NFV School District are assured of consistent and reasonable expectations for their jobs. The Calendar Sub Committee is to give input on calendar development and communications to staff in an effort to determine the most favored school calendar for the upcoming year.

It will be the goal of this committee to develop this handbook before June 1 annually so that it can be presented to the board for two readings, at the June and July regular meetings. Once approved by the board the work rules of the handbook will not be changed until the following fiscal year.

This handbook will be posted on the Districts web page so that all employees can access it any time. If an employee believes a rule has been misinterpreted by their supervisor, they may address the issue through a formal grievance procedure. (See Board Policy 401.4 and 401.4-R1 for grievance of handbook rules.)

School Schedules 2021-2022

Your principals will provide individual and building schedules to everyone. It's important to note that due to shuttle buses and distances between buildings, each building must remain on consistent start and end times. Coordination of work schedules depends upon the needs of our students and their supervision.

| School | Shuttles arrive | School Start | School Ends | Shuttles Depart | Route busses depart |
|-----------------------|-----------------|--------------|-------------|-----------------|---------------------|
| NFV High School | 8:10 | 8:15 | 3:20 | 3:25 | 3:40 |
| NFV Middle School | 8:10 | 8:15 | 3:20 | 3:25 | 3:40 |
| West Union Elementary | 7:55 | 8:20 | 3:20 | 3:35 | 3:45 |
| Fayette Elementary | 8:15 | 8:20 | 3:20 | 3:25 | 3:55 |
| Valley Elementary | NA | 8:00 | 3:20 | NA | 3:40 |

District Contacts

Superintendent Joe Griffith 563-422-3851 ext 1126
 Trans. Director Kevin Weidemann 563-422-5555 (bus barn) or 563-422-7068
 Buildings Maintenance Jay Swenka 563-422-3851 ext 5109 or 563-419-3563
 Activities Director Chris Miller 563-422-3851 ext 2305
 Business Mgr. Sue Thoms 563-422-3851 ext 1127
 Other specific numbers and/or extensions will be provided by your building principal.

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at this link: [North Fayette Valley Board Policies](#)

Employees are expected to know relevant existing board policies and know to refer to the policies when necessary. If you have questions about access to board policies, please contact the Central Office.

COMPENSATION - Certified

Compensation and Licensure

A certified employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could result in termination. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at www.boee.iowa.gov/.

Base Pay

District compensation plan as negotiated will include 2021-2022 salary schedules plus driving base of \$42,035 and the multipliers below for each lane in the Certified employee negotiated agreement. In addition a \$32,300 base for Schedule B, Activities, and extra duties.

The Certified Driving Base for Hire Rates (Year 0 employees) shall be Previous Years BA Base (\$42,035 for FY21).

Each certified employee's base wage for 192 contract days shall be calculated as set out in master contracts.

Continued Education Credit and Advancement on Wage Schedule

Certified staff are encouraged to model continuous learning. NFV will support this effort by accepting graduate or equivalent credit to be applied toward the salary schedule. For full details reference Board Policy 406.3

Employee Holidays

The employee holidays for the school year:

Independence Day*

Labor Day**

Thanksgiving **

Christmas Day**

New Years Day**

Good Friday**

Memorial Day**

**Paid Holidays *12 month employees only

Work Day

Teacher work hours are typically either 7:30-3:30, 7:45-3:45 or 8:00 to 4:00, but final approval of a schedule is the principal's discretion. Work day procedures are used to ensure that students will begin and end their day at a consistent time. Parents rely on consistent school work day procedures when preparing their family schedules.

This typical work day shall be extended for necessary meetings or supervision that may be requested by building principals. Principals will not assign meetings or supervision that are not absolutely necessary. Examples of absolutely necessary meetings would be IEPs or other requested parent meetings; emergency staff meetings, or student needs.

Teachers sponsoring student activities or events are expected to supervise students involved as long as necessary to see they are safely enroute home. Supervision also includes two extra-curricular events during the year. In absence of volunteers to supervise events, principals may assign staff to said duties.

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees. Staff meetings are required attendance. If you have reason to miss a staff meeting please inform your building principal in advance. If unintended circumstances cause you to miss a meeting, please check with your principal or colleagues to receive pertinent information from that meeting. **Regularly scheduled staff meetings shall not normally exceed 2 per month.**

Teacher Classroom Preparation Period

Each instructor in addition to their duty-free lunch and additional assigned duties during the work day (i.e. recess, study hall supervision, data teams, etc) shall have a class period for non-student, non-meeting time *during the school day with the exception of data team day*, to use in preparation for classroom instruction in assigned teaching duties. Data teams will meet a maximum of twice monthly.

In the event an instructor serves as a substitute during his/her assigned preparation period, the assigned employee shall be paid at the rate of \$15.00 per occasion by the District upon submitting the proper paperwork to the District Office.

Compensation for Extra Duty (Supplemental Pay)

An employee may volunteer, be asked, or assigned, depending on a given situation, to take on an extra duty position(s), with the extra duty being secondary to the major responsibility of the employee. In FY21-FY22 contract years, the Extra Duty Pay schedule Driving Base will be \$32,300.

COMPENSATION - Classified

Base Salary

Base Salaries for each Classified Category are established in the negotiated agreement that is linked to this document.

Timekeeping procedures

All North Fayette Valley support staff employees will be required to check in and out through the Time Management software. Time Management will only be available on the school's network and all entries have to be entered on site.

- You will be required to log in to any computer on site and enter your check in time as well as check out time at the end of the day. It is preferred you use your computer for these activities, however you can log into Time Management from any computer on site.
- Please do not forget to check in and check out every day, if you do forget contact Sue Thoms (sthoms@nfv.k12.ia.us) or Jami Hollinrake (jhollinrake@nfv.k12.ia.us) to have your entry corrected.
- Last minute sick leave calls or emergency leave shall be entered into the WebLink Portal as soon as possible.
- Pre-planned leaves (Personal or Appointments, etc.) should be entered 48 hours in advance.
- Training for new employees will occur during orientation.
- Pay will be calculated as your assigned work shift unless extra time has been pre-approved by your immediate supervisors. Employees are expected to work their assigned hours unless directed otherwise by their supervisor.
- Unless otherwise specified, classified staff have a 20 minute paid lunch break.
- Checking in late or checking out early will result in deductions to your day.

Overtime

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee shall be compensated at one and one-half times their regular hourly wage rate. This compensation shall be in the form of overtime pay. Overtime will not be permitted without prior authorization of the immediate supervisor and approval of the superintendent.

Classified Employee Vacation

Vacation Schedules for Classified staff are as follows:

- 12 Month Employees:
 - 2nd year of employment- 5 vacation days
 - 3rd through 9th years of employment- 10 vacation days
 - Starting with the 10th year of employment- 15 vacation days
- 225 Day and 230 Day employees will receive 1 week (5 Days) of vacation

Vacation days must be used in the fiscal year they are earned or the first 31 days (July) of the next fiscal year.

COMMON BENEFITS

Certified and Classified Staff

Method of Payment

All pay checks are to be by direct deposit to the employee's bank account. New hires must present your bank routing number and account number to the Central Office before September 1.

Each staff member shall be paid in twelve (12) equal installments on the fifteenth (15) of each month. All employees shall receive their Direct Deposit slips via email and through the WebLink portal. When a pay date falls on a holiday or weekend, unit members shall be paid on the last previous week day.

Group Health Insurance Benefits

Employees who work 30 hours per week are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees at least 30 days before the end of the enrollment period. All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information, please contact Sue Thoms (sthoms@nfv.k12.ia.us) or Jami Hollinrake (jhollinrake@nfv.k12.ia.us).

NFV Health Insurance will be offered as part of the Northeast Iowa School Insurance Trust (NEISIT), which is a partially self-funded program with current options offered by Wellmark. Midwest Group Benefits of Decorah is the Third Party Administrator for this trust. The trustees of this trust are the superintendents of the 9 participating schools: NFV, Allamakee, Decorah, Howard-Winneshiek, Oelwein, Postville, New Hampton, Starmont, and South Winneshiek.

For more information on Midwest Group Benefits go to <http://www.midwestbenefits.com/> or specifically to the Northeast Iowa School Insurance Trust <http://www.midwestbenefits.com/neisit.html>

Life and LTD Insurance Benefits

All certified and classified employees are provided with a \$20,000 Term Life insurance policy for the duration of your employment at no cost to the employee.

Long Term Disability is provided to assure 60% benefit in the event of extended illness or injury at no cost to the employee. Contact Sue Thoms for further information on this benefit

Elective Insurance Benefits Offered

The district provides dental and short term disability coverage at employees' expense through Midwest Group Benefits. 125 Flexible Spending accounts for medical and dependent care are also available for pre-tax deductions.

Iowa Public Employees' Retirement System

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at www.ipers.org/index.html.

Shift Differentials and Supplemental Pay

Year-round employees who work after 6:00 p.m. will receive \$.20 per hour shift differential.

Weather related early dismissals and late starts will be paid as full days for all classified employees. On days when school is called off 12 month employees are expected to work. If weather is extremely difficult and an employee cannot make it to work, they shall have the option of taking personal leave for the day or working hours missed within that work week.

Supplemental Pay for Secretaries include:

- \$6 per day for sub calling.
- \$2 per trip for banking errands

Supplemental pay for custodians include:

- \$10 per month for cell phone use
- \$2 per day for mail and bank runs

Supplemental pay for Certified staff

- TQC is \$30 per hour; OR per diem if approved
- \$30 per hour for out of school instructional time (Sat./Summer, ESY, Stud. Club, ACT prep)

Others:

- Accompanist, \$20 per hour

Travel Compensation – Inside the District

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, mileage costs. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at \$.40 cents per mile one way and must have the travel pre-approved by administration. Mileage records for each trip must be reported on a mileage reimbursement form and submitted to the Central Office at the end of each month.

Assigned travel between buildings in West Union during the school day will be reimbursed at \$95 in May upon submission of a travel voucher to the central office.

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

Travel Compensation – Outside the District

Employees traveling on behalf of the district and performing approved school district directed business will be reimbursed for their actual and necessary expenses. Other actual and necessary

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travel expenses will include, but not be limited to, transportation or parking fees, lodging expenses, meal expenses and registration costs if approved by administration. Maximum meal allowance by the district \$13 for breakfast, \$14 for lunch and \$23 for dinner. Alcohol and tips CANNOT BE REIMBURSED. Any receipts submitted with alcohol included will not be reimbursed. Conference beginning before 9:00 a.m. or earlier and greater than 125 miles away may submit for hotel rooms; Max. \$120 per night unless approved by administration.

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel, and an estimate of the cost of the travel to qualify as approved school district business. Trips for any individual professional development or association meetings, unless directed by administration will not be reimbursed.

Such travel will be by school vehicle unless there are no available vehicles, in that case, use of your personal vehicle will be reimbursed at \$.40 cents per mile. Staff members are expected to use school owned vehicles for approved travel. If a vehicle is not available, staff should make arrangements to use their own vehicle and they will be entitled to claim mileage expenses. Mileage will not be approved if a school vehicle was available but not used. A credit card will be available for longer trips. Arrangements for vehicles will be arranged through the transportation director.

Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than *five (5)* working days following the date of the expense.

Faculty and Staff Activity Ticket

All certified staff will be responsible for ticket taking two (2) dates during the school year for an NFV activity pass. Sign-up will be by seniority at the beginning of the school year. Employees will be responsible for finding a replacement (either for trading dates or \$25 pay) to work their shift if they are unable to. Classified Staff are eligible for an activity ticket if they work at 2 events. All staff may work 2 additional events to earn a ticket for a spouse. Replacements will be reported to the NFV High School or NFV Middle School Office before the activity.

Leaves and Absences

All recording of sick days and leave requests will be done through the Software Unlimited [Weblink](#) program. Requests for personal leave should be submitted 48 hours in advance.

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify *building principal or designee* at all times when they will be absent or to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent without proper notification and authorization for consecutive workdays, the employee shall be considered to have

abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action even if the employee has not yet exhausted available paid leave.

Teachers are required to have detailed Lesson Plans* available for substitutes, visiting educators or administration in plain view on desk or teaching station or upon request. Lessons should be built around Iowa Core, National Standards, and/or adopted district curriculum:

- 1) Objective/Goal (Standard/Benchmark)
- 2) Procedure
- 3) Evaluation/Assessment. In today's high stakes testing expectations, be sure you are able to justify all activities as they are connected to district goals, learning goals and student achievement.

*LESSON PLANS SHOULD BE DETAILED ENOUGH FOR ANY CERTIFIED INDIVIDUAL TO COME IN AND TAKE OVER. It is the responsibility of certified staff to have their room set up and ready to go EACH morning.

Personal Illness Leave

All employees shall be granted fifteen days of sick leave annually. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee shall report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year.

Evidence may be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board or the superintendent to determine the type and amount of evidence necessary.

Sick leave may be accumulated up to a maximum of 135 days for all employees. Inclusive of any new days that otherwise may be available at the start of a new year. Reference Board Policy No. 409.2

Family Sick Leave

Employees may use ten (10) days of accumulated sick leave each fiscal year to be with members of their immediate family who are ill or need medical attention that cannot be scheduled outside of the workday. Immediate family will include mother, father, sister, brother, child, spouse, son-in-law, daughter-in-law, step-child, step-parent or step-sibling or other member of the immediate household. Reference Board Policy No. 409.2

Emergency Leave

Emergency Leave for Employees, shall be granted up to a total of three days of paid emergency leave per contract year in the event of a serious health condition in the extended family or close friend emergency where sick leave provisions do not apply and all Family Sick Leave has been

exhausted if applicable. “Serious health condition” is defined as: an illness, injury, impairment, or physical/mental condition that involves either:

- Inpatient (at least one overnight stay), non-elective treatment in a hospital, hospice, or residential care facility, including any period of subsequent related outpatient treatment delivered in a hospital, hospice, or medical treatment facility in connection with the initial inpatient condition;
- The actual day an extended family member undergoes outpatient surgery (or other invasive procedure) at a hospital or medical treatment facility, including doctor’s office when the doctor deems it medically appropriate, where the presence of the employee is medically required by the patient’s doctor.
- In an emergency situation for an immediate family member with an injury, impairment, or physical/mental condition and where the presence of the employee is medically required by the patient’s doctor. (accidents, concussions, or other EVENTS create an emergency situation)

“**Extended family**” for purposes of leave for a serious health condition is defined as grandparent, grandchild, sister, brother, father in-law, mother-in-law, sister-in-law, brother-in-law, step-grandchild, close friend or other member of the immediate household. Reference Board Policy No. 409.3

Bereavement Leave

In the event of a death in an employee’s family there will be allowed absence with full pay of up to a total of five (5) days for each instance of immediate family. Immediate family includes mother, father, sister, brother, child, spouse; father-in-law, mother-in-law, son-in-law, daughter-in-law, step-child, step-parent or step-sibling, or immediate household member; a total of three (3) days for each instance of grandparents, grandchild, step-grandchild, niece, nephew, brother-in-law and sister-in-law and a total of one (1) day for each instance of close friend or other family member. Reference Board Policy No. 409.5

Jury Duty Leave

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify building principals or immediate supervisors within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

All employees will receive their regular salary. However, any payment for jury duty will be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours. Board Policy No. 409.6

Military Service Leave

The board recognizes employees may be called to participate in the armed forces, including the National Guard. If an employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave. Board Policy No. 409.7

Unpaid Leave

Unpaid Leave for employees must be approved by the Superintendent. Unpaid leave requests will be considered on a case by case basis only after all personal leave is exhausted. Unpaid leave that is necessary due to exhausting qualifying paid leave for illness, family illness or emergencies will be approved. Unpaid leave requests for vacations or other personal business may not be approved in consecutive years.

Unpaid leave may be used to excuse an absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the superintendent and must be requested 48 hrs in advance. The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the previous record of absence, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

Leaves of absence without pay are not encouraged and frequent or arbitrary requests for unpaid leave will be denied.

Personal Leave

Each employee shall be credited with three (3) days absence to be used for the unit member's personal business. Employees desiring to use personal leave shall give two (2) days written notice to the Superintendent of their intention to use said leave. Remaining personal leave days may be utilized when family medical leave days are exhausted.

Personal leave cannot be taken during the first three (3) pupil contact days or during the last three (3) pupil contact days of the school year. There can be no more than ten (10) licensed employee personal leaves and no more than eight (8) classified employees for any one day in the entire district.

Unused Personal Leave

Employees may carry over up to two (2) unused personal leave days into the next school year (maximum of five (5) days per school year). For unused personal days not carried over, employees may be compensated at a rate equal to the daily substitute teacher pay in effect in the District. Each employee with unused personal leave remaining must file a written application for either carryover or compensation on/or before the final employee's workday with the Central Office. If the application is not made, then carryover or compensation will not be allowed.
Board Policy No. 409.9

Parental Leave

A pregnant employee is eligible to use accumulated sick leave during her period of pregnancy and after delivery. An employee shall return to work on or before the 42nd calendar day after delivery unless employee files a statement from her attending physician that her condition is not satisfactory to assume full duties for which she is assigned. In case of adoption of a child, these policies shall apply. The father of the child is also eligible to use five (5) accumulated personal sick leave days at the time of birth and after delivery.

Educational Improvement Leave

An educational improvement leave of absence of up to one (1) year, without pay and benefits at employee expense, may be granted to any employee who has completed at least five (5) years of experience in the North Fayette Valley School District. The purpose of the leave must be engaging in study at an accredited college or university as a full-time graduate student in a field directly related to the employee's professional responsibilities. Upon successful completion of his/her educational leave program, the employee will assume their previous assignment along with keeping his/her seniority. An employee who fails to substantially complete the program of study as submitted on his/her application may be subject to discharge from the school district.

Family and Medical Leave Act

Employees may be eligible for unpaid family and medical leave if needed. Please see Board Policy 403.9 for additional details, guidelines and related forms.

EMPLOYEE RELATIONS

Background Checks

Employees are subject to criminal, dependent adult abuse and child abuse background checks at least every five years. The background check will either be conducted by the school district or another agency. This includes all volunteers who will be driving, chaperoning, supervising or working with students during school time or school activities. Employees recruiting volunteers are responsible to see that background checks are completed once every 5 years. **ANYONE WORKING WITH STUDENTS AS A VOLUNTEER MUST HAVE A BACKGROUND CHECK.**

Conflict of Interest

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject the employee to disciplinary action, up to and including termination.

Employees will not act as an agent or dealer for the sale of textbooks or other school supplies to the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents.

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of administration. This approval will only be granted for solicitations outside the regular school day (8:15-3:20) and will not be granted for fliers or advertising in mailboxes or posted anywhere in the building.

Employee Orientation

Employees must know their roles and duties. New employees will participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by business manager, Sue Thoms or her designee.

Employee Records

The district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or

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accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary, an employee's individual contract, or if the employee resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between central office personnel and the employee. The school district may charge a reasonable fee for each copy made. CONTACT THE DISTRICT CENTRAL OFFICE TO REQUEST A REVIEW OF YOUR FILE.

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in a desk or work space which is assigned to employees.

Evaluation

Evaluation of employees on their skills, abilities and competences is an ongoing process supervised by the building principals and conducted by approved evaluators, if required by law. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board and to develop a working relationship between the administrators and other employees.

The principal or immediate supervisor shall notify employees of evaluation procedures during orientation. This handbook will contain all forms and tools used for evaluations and individual improvement plans in the Appendix.

Classified employees will be evaluated by their immediate supervisor. Classified evaluation forms will be available in the Appendix of this handbook.

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to the superintendent. Failure to do so shall incur discipline, up to and including termination.

Nepotism

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Probationary Status

The first three years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a one year probationary period.

The probationary period for classified employees is two years unless otherwise stated in an employee contract, letter of assignment or applicable collective bargaining agreement.

Public Complaints about an Employee

The board recognizes that situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. Public complaints about an employee shall be addressed as detailed in board policy 402.5 and 402.5E1

Qualifications, Recruitment and Selections

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, www.teachiowa.gov/, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ employees after receiving recommendations from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The board may employ temporary teachers for a period up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor only with a written authorization from the employee.

Transfers

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district.

Notification - Internal job postings will be sent via email to all employees and will be posted in each building office and central offices. Location of posting may be in work rooms instead of offices.

Voluntary Transfers

Requests – Employees who desire to make an application for posted vacancies for teaching assignments or supplemental assignments shall make a written application to the Superintendent. Transfer applications will receive equal consideration with all other applications. Internal postings will be open for a minimum of 1 week prior to screening applications.

Involuntary Transfers

Should a vacancy require an Involuntary Transfer due to the needs of the district, an involuntary transfer will not be made for arbitrary and capricious reasons. Notice of an involuntary transfer shall be given in writing to the affected employee as soon as practical.

If possible, those who have been involuntarily transferred 2 consecutive years may be first considered for possible voluntary transfers in year 3.

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures

Purchase Orders

Requisitions for purchasing are required for all expenditures. [Weblink](#) is used for all but local requests, which still must be followed up with a PO. The principal's approval is required on ALL purchase orders before ordering items. This is a must for everyone whether it is out of the General Budget or the Activity Account. Building secretaries can give guidance if there are questions. Items ordered without prior approval WILL NOT BE PAID.

Mail

Teacher Mailboxes - Teachers need to check their mail daily. Do not use your mailbox as a storage place.

Email - Teachers need to check their email at the start of the school day and before you go home. Make certain to respond to inquiries from parents. You do not have to respond immediately, but you do need to respond. If you have concerns about this, please see the principal.

Requesting Student Transportation

- A. Student transportation requests will be through the field trip form or activities director. Principals must approve field trips and the transportation needs for them before scheduling a vehicle with Transportation. Please email Mr. Weidemann with the size of your group, destination and approximate departure and return times. If for some reason the trip is cancelled, let Mr. Weidemann know ASAP.
- B. Submit a request for a vehicle for school day field trips and non-student travel through the Transportation Director, Kevin Weidemann. He will then inform you of the vehicle assigned for the trip. If for some reason the trip is cancelled, let Mr. Weidemann know ASAP.

Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

For additional information about copyright and fair use, please visit the "Frequently Asked Questions about Copyright" section of the United States Copyright Office located at copyright.gov/help/faq/index.html.

Energy Conservation

Personal refrigerators (dorm size) consume roughly \$25 of electricity per year. The district charges \$25 for each personal use refrigerator in district buildings. If you'd rather not pay the \$25, please remove the refrigerator.

Employee Publication or Creation of Materials

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities.

Parking

Our parking areas are striped for the purpose of controlling flow and preventing aisles from being blocked. Staff must be role models in the High School parking lot and park correctly in the striped locations. Employee parking is reserved in the front row of the High School main parking lot and anywhere in the north lot. The top level parking spots are reserved for visitors and office personnel who must travel during the day. All other employees should park in the described lot.

Professional Development

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by administration.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to *your building principal*. Approval of *the Curriculum Director and Superintendent* must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

- All certified staff are required to participate in North Fayette Valley CSD Professional Development workshops and PLC/AIW times during the contact day. The only exceptions are Teacher Quality Committee (TQC) days when attendance is optional. Wednesday afternoons is NOT a good day to schedule Dr. appointments, your participation in PLC/AIW is important to your team!

- Each Tier II certified staff member must develop an Individual Professional Development Plan (IPDP) every three years when evaluated. This plan will be reviewed annually. Tier I teachers develop an IPDP AFTER the second year of probation. Please see the Board Policy and NFV CSD Teacher Evaluation Plan Handbook for information.

Religious Holiday Celebrations in Public Schools

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following guidance for prohibited and permissive activities related to religious holiday celebrations in public schools. [Religious Holiday Celebrations in Public Schools - Important Reminders](#)

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver's education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced-price meals. Employees cannot charge a student fee for anything without prior consent.

School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk through your numbered lunch account. As employees of the district you are expected to keep your lunch account positive. If an employee has a negative balance of more than \$10 in their lunch account they will not be allowed to charge meals.

In order to keep costs low, the nutrition program is protected from competition by federal law. School fundraisers that involve food shall not compete directly with breakfast or lunches for students, this includes vending machines. While it's permissible to bring lunch to school no one is allowed to bring carry out or delivered meals to the cafeteria, this includes students.

When field trips are scheduled to take students out of the building over the lunch hour, please notify the cooks with the number of students who will be leaving and the number of sack lunches needed for the trip. Because we must feed free and reduced-price students on trips, we offer sack lunches for all students on trips. Please refrain from promising restaurant stops on field trips so as not to make this an issue.

School Publicity and Community Relations

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Staff Check Out

ALL STAFF is required to check out with the principal at the end of the school year, including paraprofessional staff. A list of items needed for checkout will be posted at the end of the year. It is expected that you have your room(s) cleared of excess items and ready for summer cleaning

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when you leave on the last day. This includes desk tops and countertops. Grades, end of year reports and leave records must be checked and completed in this checkout, along with any other needs identified by your building principal. Any district issued keys or fobs should be collected at the time of resignation, retirement or termination.

Teacher Leadership and Compensation

For questions about the TLC program contact Betsy Nefzger TLC coordinator at bnefzger@nfv.k12.ia.us. The district's TLC plan is available on our web pages at https://docs.google.com/document/d/1VBw_3-viCpZ7bpadAqBvVIYtbC-uhB7nQVCbjOO8L8U/edit?usp=sharing

The goals of the Teacher Leadership and Compensation System (TLC) are:

- Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- Retain effective teachers by providing enhanced career opportunities.
- Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.
- Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.
- Improve student achievement by strengthening instruction.

Source: [Teacher Leadership and Compensation System](#), Iowa Department of Education.

CONDUCT IN THE WORKPLACE

Employee Use of Cellphones

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action, up to and including termination.

Code of Ethics

It is each professional's responsibility to know and follow the Code of Ethics for Iowa Teachers. This is included in North Fayette Valley's Board Policies #404. The Bureau of Educational Examiners (BOEE) enforces this code of conduct. BOEE officials report conduct violations to the nationwide database for state departments of education.

BOEE also has three areas of employee discipline that are mandatory reporting requirements for administrators:

- (a) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student.
- (b) Falsifying student grades, test scores, or other official information or material.
- (c) Converting public property or funds to the personal use of the school employee.
- (d) Being on school premises or at a school-sponsored activity involving students while under the influence of, possession, or consuming illegal drugs, unauthorized drugs, or alcohol.

Therefore written reprimands, written warnings, job separation agreements, resignations, non-renewals, or terminations that resulted from these areas of employee misconduct must be reported to the BOEE by the district.

While classified employees, except coaches, are not directly subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit www.boee.iowa.gov/doc/ethHndot.pdf.

Any of the following behaviors can be grounds for disciplinary actions. Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Board of Educational Examiners' as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

Neglect of Duties

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

Offensive or Abusive Language

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

Performing Unauthorized Work While on Duty

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

Use of School Facilities and Equipment

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business.

Abuse or misuse of school district or non-district owned property is to be reported immediately to your immediate supervisor. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected that all employees will use care and caution when using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to disciplinary action.

Use of Time

It is our goal to maximize instructional time and not interrupt learning opportunities with personal conversations.

Academic Freedom

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

Break or Meal Periods

Leaving the place of duty during a work shift *without permission of your immediate supervisor* **except during unpaid break periods**, is cause for discipline, up to and including termination. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break. Office personnel should always know when an employee is out of the building. Please check out when leaving and check back in upon return to the building.

Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tube tops, short shorts and halter tops are not considered

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professional attire. Questions about appropriate attire should be addressed to *your building principal*.

Also, as role models for students, all staff members are expected to dress in a business casual style and to practice exemplary hygiene. Business casual refers to men's shirts with collars, no blue jeans, no hats, and to be modest and conservative. Tank tops and sleeveless dresses may be worn as long as they remain business-like. Exceptions can be made for physical education or vocational arts where clothing may become stained or torn. Bottom line is to dress better than most students and display a businesslike attitude towards our work and theirs.

Fridays and the days before holiday breaks are casual, blue jeans allowed with school colors or logos on the shirt.

External Employment

The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

Employee Political Activity

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property under the jurisdiction of the board. Such prohibitions include, but are not limited to:

1. Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
2. Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.
3. Using classrooms, buildings or students for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation, or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
4. Using school equipment or materials for the purpose of solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination.

Employees may request a leave of absence to run for public office. That provision is detailed in the Board Policy #312.1

Failure to Complete Reports

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results. Failure to meet the required deadlines may result in disciplinary action.

Gifts

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Please make reference to the BOEE for further information.

Insubordination

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

Relationships with Co-Workers

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

Staff Technology Use/Social Networking

Usage of the school district's computer resources is a privilege, not a right, and use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for email or use of the school district's computer network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall only use the school district logos, images, iconography, etc. on external websites on school related sites approved by administration. Employees who would like to start a social media site for school district sanctioned activities should contact the superintendent for approval. Such approved sites will be the "official NFV TigerHawks" site and as such must maintain quality standards and follow expectations of the district for appropriate digital content.

Employees, students and volunteers who do not want school administrators or parents to know their personal information should refrain from exposing it on the internet. Once approved by the

superintendent, the employee must work with administration and technology staff in establishing and maintaining the site.

Theft

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

Treatment of Patrons of the District

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons.

Volunteers

The board recognizes the valuable resources it has in the members of the NFV community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

All volunteers must have background checks completed before they participate in a school event. Contact Susan Winter to get background checks completed. For our volunteers we check sex offender registries, child abuse, adult abuse registries and Iowa court records.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

School district employees are encouraged to create professional relationships with students so as to assist with their learning. Employees must not create relationships with students that are unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

To protect yourself against allegations, please monitor your 1 to 1 communications with students. District expectations for these communications are:

- Do not establish personal social networking sites with students.
- If communicating through electronic devices including but not limited to texting, email, or chat, always have another adult in the conversation. (CC: the parent or another school official)
- If you need to have a confidential face-to-face conversation with a student, either leave the door open or invite another adult into the room.
- Always plan for appropriate levels of supervision on student trips, especially overnight trips
- Treat injuries and other actions that require physical contact in the presence of others
- Always report suspicious actions and error on the side of protecting students

Anti-Bullying and Anti-Harassment

The district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff and volunteers is against federal, state and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers and students shall not engage in bullying or harassing behavior in school, on school property or at any school function or school-sponsored activity. Reference *Board Policy 104*.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed,

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national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property.
 2. Has a substantial detrimental effect on the student's physical or mental health.
 3. Has the effect of substantially interfering with a student's academic performance.
 4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.
 - "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee as laid out in Board Policy 104.E1. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers and students shall not engage in reprisal, retaliation or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such

report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Child Abuse Reporting

The district believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa Code 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, failure to supervise, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, allows access to obscene material, or child trafficking).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Upon employment, mandatory reports will take the required training course involve the identification and reporting of child abuse or submit evidence they have taken the course within the state required time frame. The course will be re-taken at least every three years.

Corporal Punishment, Restraint and Detaining Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must

maintain documentation and must provide certain types of notice to the child's parent. For additional information regarding Iowa law on this issue, please visit the "Timeout, Seclusion, and Restraint" section 103 of the Iowa Department of Education's website, located at <https://educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>.

Cell phone and Digital Devices

Each teacher has the authority to establish procedures, rules or expectations in their classroom. These technological tools can be useful in some learning situations. They can also be a disruption. It is the teacher's responsibility to establish what is appropriate and what is not in their classroom. When the cell phone or other device becomes a disruption, then the teacher is expected to take possession of the phone and turn it into the office.

Teachers have a responsibility to teach students what is acceptable use and what is not. It is also expected that North Fayette Valley staff will model this behavior.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved in advance by *administration if within 30 miles and must be approved by the board if beyond 30 miles. Trips with an expectation of overnight stays must be approved by the school board. Board Policy for trips also stipulates that:*

1. When North Fayette Valley Students are flying, the airport of departure will be where the least total expenses to the district can be found.
2. Transportation fees will be imposed on the respective club or group by the North Fayette Valley Administration/Board on trips that exceed 200 actual round trip miles.
3. No expenses, including transportation, substitutes, room and board or fees will be paid for group/club activities that are not educational in nature.
4. Group/club activities that are educational in nature will be covered by group/club funds.

Field trips will be presented to the board for consideration at the September meeting. Please work with your building administrator to develop this list and complete the proper documentation.

Please refer to Board Policy 606.5 for further guidance on field trips

Individuals with Disabilities Education Act

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at www.idea.ed.gov/. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

Grading Purpose and Beliefs

To create a standards-referenced assessment and reporting system that reflects what students know and are able to do accurately and consistently for all classes to better communicate student performance.

Beliefs:

- A Grade is a communication tool, not a motivator.
- Bell Curve grades and perceptions (e.g. C is an average) are obsolete.
- Assessing for learning and grading behavior are two different things and need to be addressed separately.
- There is essential learning that students must master before advancing into sequentially more involved coursework. These essential skills and content will require us to allocate time and resources to re-teaching, remediation and/or accommodations.
- Parents and the community at large need to know what a grade means for a student. They must be prepared not to have traditional letter grades.

NFV is now a 100% Standards Referenced Grading system – Standards Referenced means we base our grading procedures and grade reporting as student achievement on the Iowa Common Core Standards available at <https://iowacore.gov/>. Administratively our expectations for teachers are:

1. Tight Expectations(Non-negotiables)
 - a. 4 pt proficiency scale definitions to be on all standards assessed
 1. Beginning
 2. Developing
 3. Proficient
 4. Exemplary*

*4 is not advanced, all students have the opportunity to earn a 4 on all assessments

- b. Additional Marks
 1. M - Missing - designates student absence, work will be completed with no grade penalty
 2. I - Incomplete - designates poor effort or student present but no work
 3. T - Turned in (not yet scored, no penalty)
- c. Must offer 2nd Chances on summative assessments
 1. Best score is recorded
 2. All students are eligible for a re-take
 3. Students have an Opportunity Cost for retakes
 - I. Must complete all formative work
 - II. Must be additional learning
 - III. Teachers determine time and place for 2nd chance
- d. No Late Work Penalties to the score/mark, but other consequences will apply.
- e. Pride/Employability scores required
 1. N Needs Improvement
 2. D Developing
 3. E Effective
- f. Include learning targets on all assignments and assessments
- g. Use the Common Algorithm for calculations of final grade (HS and MS)
- h. Summative assessments account for 100% of the grade

- i. Practice activities or tasks (i.e. homework, classwork, etc), provides feedback not grades
- 2. Loose Expectations (flexibility for teacher/classroom decisions)
 - a. Number of retakes allowed for an assessment (summative)
 - b. Use comments to designate retakes
 - c. Requiring of assessments for poor scores
 - d. Two weeks to complete summative retakes
 - e. All retake opportunities recorded
 - f. Scope/combinations of Standards referred to as holders or camps

For eligibility purposes, High School grades will be once per month. Make sure all grades past their due date are recorded in the gradebook. Middle School Grades are run on Fridays for the following week eligibility.

Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination.

Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the principal prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board.

School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the superintendent. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board. Reference Board Policy 504.5

Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

Employees should stay away from rumors and criticism promoted by outside gossip and social media. Many rumors and unnecessary criticism can be avoided by referring community members

to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information.

Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. **IN TIMES OF UNUSUAL CIRCUMSTANCES**, students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements.
- The driver possesses a valid drivers' license.
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the superintendent

Before transporting students in personal vehicles submit the permission form found in Board Policy 401.6.

Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.

NFV Branded Apps and Channels

Staff use of NFV social media accounts for such things as YouTube, Instagram, Twitter or Facebook and educational accounts such as Google Apps, iMovie, Edublogs, etc. must be administratively approved and set up through the I.T. department. Along with protecting our image, there are benefits to the safety and security of an approved channel that is set up by the I.T. professionals. All YouTube accounts should be set up through the NFV brand account within YouTube. This allows the I.T. department to create new channels as needed and gives the ability to provide access to those who need it. Staff will still be the manager of said account, and we eliminate the need for sharing login credentials by provisioning access to the school Gmail account of those who need it.

To set up a new account or channel on any platform, submit a service or platform to administration with a short description of how it is to be used. The administrator will forward approval to I.T. and approve credentials for managing that account. After that gets set up you would become the manager of this account. Do not share login information for others' access. If other teachers want their own access they must secure credentials from I.T. for a previously approved channel or platform.

HEALTH AND SAFETY

Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in Board Policy 507.2.

Mandatory Trainings

Annually, all employees will be given the opportunity to take the blood borne pathogens and Right to Know training online. For directions in logging onto the online training modules, contact the Central Office.

All licensed employees are required to take Mandatory Reporter training every 3 years. The district requires all paraeducators to be current in Mandatory Reporter certifications. Neglecting the 3 year mandatory reporter training and allowing it to lapse may make one ineligible to work in their position and can be grounds for discipline, including termination.

Communicable Diseases – Employees

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Employees should follow doctor’s orders and stay home from work if they are contagious. For typical flu symptoms that includes being symptom free for 24 before returning to work. Respect your fellow workers and students by not attending work while highly contagious.

Employee Injury on the Job

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee’s supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee’s supervisor becomes aware of the injury.

In an emergency call 911. If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee’s family or qualified medical professionals as quickly as possible.

Employees need to call the **SFM Work Injury Hotline 855-675-3501** immediately when injured on the job. If a visit to a hospital or clinic is recommended, employees must report to Gunderson Palmer West Union Clinic, or Gunderson Palmer Hospital, Urgent Care or Emergency Room.

It is the responsibility of the employee injured on the job to inform their supervisor or *Sue Thoms* (sthoms@nfv.k12.ia.us), or call 563-422-3851 Extension 1127 within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

Employee Physical Examination

The district believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion. All other employees shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report.

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal of DOT physicals will be paid by the school district up to a maximum of \$75. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district. The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

Smoke and Tobacco Free Workplace

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking, the use of E-cigarettes, or other vaping devices and the use of tobacco and nicotine products as cited in board policy 403.6, on all school grounds and in school vehicles.

Substance Free Workplace

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.

It is a violation of the federal Substance-Free Workplace law for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Building Security

The district is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact Jay Swenka, (jswenka@nfv.k12.ia.us) Building Maintenance Director, or their building maintenance staff to report any security/safety hazard(s) or condition(s) they identify.

Building security is everyone's responsibility. Always close doors, windows and turn off lights before leaving the building. Check outside doors to be sure they are closed tight. All buildings have electronic access (key fobs) at main entrances. Loss of a key fob should be reported immediately to your building principal so that it can be deactivated and replaced. There will be a \$25 fee for lost key fobs. All district issued keys and fobs must be returned to the building secretary upon resignation or termination of employment.

At North Fayette Valley we have a crisis plan with specific guidelines, which include:

- Do not prop open outside doors.
- Do not give any students your keys.
- Do lock your classroom when you leave.

Effective July 1, 2019 NFV has a new Emergency Operations Plan. The plan will be available to staff but not the general public. It is each employee's responsibility to familiarize yourself with the plan prior to the first day of school.

Drills and Evacuations

Periodically the school holds emergency fire, tornado, and security (ALICE) drills. At the beginning of each year and again as needed. Teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

ALL staff must be familiar with emergency procedures for your area. Consult the district flipchart for your assignment, know the signals for and appropriate responses to necessary emergency drills so that you know it when it's NOT A DRILL.

Emergency Closings, Inclement Weather and Other Interruptions

In the event of bad weather and other conditions that make it necessary to start late or close school, staff members should monitor news outlets for information regarding delays or cancellations. Individual buildings may or may not have calling trees. Please see the building secretary for a copy of the phone tree.

Please rely on the following media outlets, or sign up for notification through GovDelivery.com. Subscribe to GovDelivery for email or text messages, or both at this site:

<https://public.govdelivery.com/accounts/IAEDU4774/subscriber/new?preferences=true#tab1>.

or selected TV stations: KGAN, Ch. 2, KWWL Ch. 7, and KCRG Ch. 9.

Whether extra-curricular activities or practices are held the day or evening when school is canceled or dismissed early will be determined by administration. Appropriate staff will be notified.

Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from your building secretary. The loss of a permanent badge shall be immediately reported to building principals who will request a replacement badge.

Searches of Students and Property

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings. Strip searches are never legal in Iowa. Refer to Board Policy 502.8 and 502.5 for further guidance.

Threats of Violence

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

Every staff member with a phone shall keep a "Threat of Violence" form at hand near the phone. This is a requirement of the emergency plan.

Visitors/Guests

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct. Reference Board Policy 903.3 and 903.4

Weapons

The district believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. This includes weapons that may be stored in vehicles. Weapons and other dangerous objects are not permitted in school buildings, or on school property, including in vehicles. This applies to all visitors to the school facilities at all times.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board and certain secured, unloaded weapons are exempt only in accordance with law and board policy.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' advance notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee. See Board Policy 407.2.

Resignation – Licensed Employees at Year End

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least 14 days advance notice.

Reduction in Force

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations and other reasons deemed relevant by the board.

Due process for termination because of a reduction in force will be followed.

When a reduction is deemed necessary, the district shall first attempt to accomplish the necessary reduction by normal attrition. If further reductions are needed, the superintendent will identify designated groups for further reduction.

Reduction In Force Procedures - Certified Staff

Notification - Any certified staff member affected by the reduction of employment shall be notified by April 30, or as spelled out in Section 279.15, Code of Iowa.

Seniority - Certified Staff

The District maintains a full seniority list that is updated annually. See Sue Thoms for seniority questions.

For the purpose of this article, seniority shall be computed as follows:

- a. Upon entering the North Fayette Valley school system, the staff member is assigned a seniority category. Should an employee move into other categories, all seniority Up to 10 years will transfer. The only exception is instructional coaches, who continue to work in classrooms and thus retain seniority in perpetuity.
- b. Seniority shall be computed from the employee's first contracted day of actual service and each unit member shall be credited with one (1) year seniority for each year of service to the District times their percent of FTE .
- c. Seniority will continue to accrue during all paid leaves of absence.
- d. Seniority for partial year unit members shall be computed by multiplying the percent of FTE by the year of service
- e. Seniority within the District will be in the following categories:
 - i. Elementary
 1. Junior Kindergarten through grade Five (5) including Special Education ECSE-Grade 5
 2. Title I
 - ii. Secondary
 3. Language Arts (5-12)
 4. Mathematics (5-12)
 5. Social Studies (5-12)
 6. Science (5-12)
 7. Industrial Technology (5-12)
 8. Special Education (5-12)
 9. Spanish (5-12)
 10. Family and Consumer Science (5-12)
 11. Business Education (5-12)
 12. Vocational Agriculture (5-12)
 13. Alternative School
 - iii. K - 12 positions
 14. Physical Education
 15. Hearing Impaired
 16. Vocal Music
 17. Instrumental Music
 18. School Media Specialist
 19. Guidance Counselor
 20. Art
 21. Gifted & Talented
 22. ESL
 23. Instructional Coaches
 24. School Nurses

Procedure- Certified Staff

When the staff is to be reduced, the following procedure shall be followed in sequence:

- j. The District shall first determine the curriculum area to be reduced. When the curriculum area for reduction is determined, for purposes of comparing seniority, only those employees currently assigned to the curriculum area being reduced shall be compared. The curriculum areas are set out above in Section 2(d).
- k. When possible, reduction shall first be accomplished by attrition.
- l. Reduction in staff with the aforementioned categories shall be based on the following in order: Licensure and endorsements, previous years' improvement plans, quality of evaluations, and disciplinary actions.
- m. In the event the above criteria do not differentiate employees, seniority of teaching experience in the District shall be the determining factor, with those employees having the fewest number of years being reduced first.

Recall - Certified Staff

- a. Employees who are reduced pursuant to this article may request recall rights to any full-time vacant position in their seniority category (see above) or for which they have had previous teaching experience, for a period of two (2) years from the effective date of the employee's reduction.
- b. Employees reduced and desiring recall may maintain on file with the Superintendent their current mailing address and all previous teaching assignments. Should a full-time vacancy in the teacher's seniority category or area of previous teaching experience occur, the reduced teacher shall respond affirmatively within deadlines established for the hiring notice.

Procedure- Classified Staff

- a. The district will identify the service area to be reduced
 - i. Bus Drivers
 - ii. Cooks
 - iii. Custodians
 - iv. Maintenance Custodians
 - v. Paraeducators
 - vi. Secretaries
- b. When possible reduction will be by attrition
- c. Reduction in staff will then be based on previous years' improvement plans, quality of evaluations, disciplinary actions and seniority.
- d. Due to the variety of job categories, transfer and recall provisions do not apply for classified staff. Transfer opportunities will be posted and open to all current employees as well as outside applicants.

Retirement

Employees who will complete their current contract with the board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.

The board will occasionally offer an early retirement package as described in Board Policy 406.7. The Board's decision may take into consideration the District's financial needs, staffing considerations, student enrollment and possible contract savings. The board reserves the right to limit the total number of participants in this policy for financial reasons. Determination of participants will be by the earliest date of application.

Certified Evaluations

EVALUATION PROCEDURE

Beginning teachers will be assigned a mentor as per Iowa code 284.5. At no time should the mentor be required to provide information to the evaluator regarding the evaluation of his/her mentee. Within six weeks after the beginning of each school year, the administrative staff shall acquaint the teachers with the evaluation procedures to be observed.

Tier 1 (Beginning Teacher)

Teachers in their first or second year of the profession and who hold an initial license shall be considered Tier 1 teachers. The cycle for Tier 1 shall consist of both formal and informal observations, initiated by the evaluator. The evaluator shall conduct a minimum of three formal observations and minimum of three walkthroughs. At least one of the formal observations shall also include a pre-observation conference and post-observation conference between the evaluator and teacher. A Tier 1 teacher may be placed in Tier 1 for a third year at the discretion of the evaluator as per Code of Iowa 284.8(2).

Teachers in Tier 1 will be involved in a minimum of one summative conference in year one. In year two teachers in Tier 1 will be involved in a comprehensive review. A comprehensive review includes submission of a portfolio. A teacher in their third year of probation pursuant to Iowa Teaching Standards and District Student Achievement Goals shall be evaluated using the same methods as in Tier 1, at least one time each year.

Tier 2 (Career Teachers)

Tier 2 is for licensed teachers who have earned standard teaching licenses and are not in Tier 3. Teachers who have successfully completed a probationary period in another district and who have received a standard teaching license are considered career teachers and shall be evaluated at least one time in their first year of employment in the district. This evaluation will include a minimum of one formal observation with pre and post conference. Career Teachers new to the district will undergo a comprehensive review with a portfolio in year two of employment.

Each teacher in Tier 2 shall be required to develop an individual professional development plan (IPDP), this plan will be changed or reviewed annually for progress. This plan may be a 1, 2 or 3 year plan and shall be reviewed and/or revised annually with collaboration of the evaluator. Career teachers new to the district will submit an Individual Professional Development Plan to begin their second year.

During the first two years of the cycle, the evaluator and teachers shall meet and discuss the progress of the teacher on the Individual Professional Development Plan (IPDP) and on the Iowa Teaching Standards and Criteria. Each year of the three-year cycle, the evaluator shall conduct informal observations, and/or walkthroughs. The evaluator may formally observe the teacher, at any time the evaluator determines. Within fifteen (15) school days of the classroom formal observation(s), the person making the observation and the teacher being evaluated shall meet to discuss the observation(s).

The evaluator shall hold a formal observation a minimum of at least one time in year three of the cycle. The formal observation(s) shall include a pre-observation and a post-observation conference and shall occur by December 1st of year three. Subsequent to the formal observation, the evaluator and the employee shall meet to discuss the summative written evaluation within three (3) weeks of the formal observation.

In year three, the teacher shall provide evidence to the teaching standards as approved by the legislature. This evidence may include artifacts or anecdotal records whichever the evaluator requests. Prior to the end of the first semester in year 3, an evaluator will have completed a formal observation and will then request artifacts as evidence of completion of any standards or criteria. These artifacts will be due to the evaluator prior to March 1st, and the summative conference will occur prior to April 15. In year three, the progress on the Individual Professional Development Plan will be summatively reviewed. After the teacher and evaluator have had a reflective discussion on each standard, including evidence or records of the teacher's progress and outcomes on the Individual Career Development Plan, the evaluator shall provide the teacher the three-year summative review. All dates may be extended by mutual agreement.

Tier 3 (Intensive Assistance)

The school district will provide an Intensive Assistance Level as pursuant to the Code of Iowa 284.8(2).

Staff Evaluation Forms

The following forms will be used for all employees. Building Principals shall make everyone aware of the expectations and processes for use and intent of evaluation forms.

Certified staff forms:

[NFV Pre Observation Form](#)

[NFV Post Observation Form](#)

[NFV Teacher Evaluation - Tier I Template](#)

[NFV Teacher Evaluation - Tier II \(Career\) Template](#)

[NFV Teacher Intensive Assistance Plan](#)

Support staff forms:

[NFV Template - Secretary Evaluation](#)

[NFV Template - Paraeducator Evaluation](#)

[Custodian, Bus Driver, Cooks EVALUATION FORM](#)

Appendix

[NFV 2021-2022 School Calendar](#)

[NFV EA Negotiated Agreement 2020-2022.pdf](#)

[NFV SPA Negotiated Agreement 2021-2023.pdf](#)

[Salaries Percentages for Supplementary Pay](#)

[Grievance Form](#)

[Education Credit Request Form](#)

[NFV Field Trip Planning Form \(4/7/21\)](#)

[NFV IPDP 21-22](#)

[NFV-Reimbursement-Form.pdf](#)

[NFV School-Fund-raising-form.docx](#)

[Salary Supplement Claim Form](#)

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the North Fayette Valley's Employee Handbook available at NFVSchools.com. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult my supervisor or Central Office with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the district and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE