



CERTIFIED STAFF HANDBOOK
ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

August 2023
Board Approved June 12,2023

INTRODUCTION

The purpose of this handbook is to outline some of our District's policies, procedures, employment benefits and other matters of interest to staff not governed by the negotiated agreement. This handbook is informational in nature and its provisions are subject to change.

This handbook is not intended to create any contractual rights. When there is a conflict or inconsistency between the handbook and Board policy, the Board policy will supersede. The District reserves the right to change the terms of this handbook at any time.

Violation of District policies, standards or rules may warrant disciplinary action. Forms of discipline the District may elect to use include, but are not limited to, verbal corrections, written warnings/reprimands, final written warnings, last chance agreements, and/or suspensions. The system is not formal and the District may, at its sole and absolute discretion, deviate from any order of progressive disciplinary actions and utilize whatever form of discipline deemed appropriate under the circumstances up to and including immediate termination of employment. A resignation in lieu of termination, a discharge, or a demotion as a result of disciplinary action will be a matter of public record, showing the reasons and rationale for the disciplinary action.

Please read this handbook carefully and refer to it as needed. All employees have access to the District's current policies and procedures via the [District's eBoards Website](#). If you have further questions, please contact your principal or the District Administration Center Personnel. We sincerely hope your employment with Adel DeSoto Minburn Community School District will be a long, fulfilling, and rewarding experience.

Mission: ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

Vision: Experiencing Success Today, Achieving Dreams Tomorrow

Teacher Collective Commitments

1. We will regard all students as our students.
2. We will teach the identified power standards and agreed upon curriculum.
3. We will create and follow team-developed norms.
4. We will engage in continuous learning as professionals.
5. We will utilize research-based practices to support learning at high levels for all students.
6. We will use evidence of student learning through common formative and end of unit assessments to provide interventions and extensions.
7. We will develop SMART goals centered on student learning that require interdependence among our team members.
8. We will provide parents and guardians with resources, strategies, and information to help all students learn at high levels.
9. We will create a culture that ensures a safe learning environment.

Non Discrimination Policy

Students, parents, employees, applicants for employment, and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (for employment), national origin, sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), disability, religion, creed, or genetic information (for employment) in admission or access to, or treatment in, its educational programs and activities and in its hiring and employment practices, as provided by applicable federal and state law.

There is a grievance procedure for processing complaints of discrimination. Any person with inquiries or complaints related to this policy is directed to contact the following individual who has been designated by the school district to coordinate the school district's efforts to comply with nondiscrimination laws: ADM Business Manager, District Administration Center, 215 N. 11th St.,

Adel, IA 50003, (515) 993 – 4283. Office hours: 8:00 – 4:00 PM Monday through Friday

Inquiries, including complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education , Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL, (312) 730-1560, OCR.chicago@ed.gov, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

To access the district's Non Discrimination Policy grievance form, click [here](#).

Staff Governed by ADM Certified Handbook

Certified staff employees for the purposes of this handbook include all full or regular part-time professional employees, including teachers: classroom, learning disability, remedial, physical education, music, and art; teacher librarians, school counselors; and nurses.Lane

The information in this handbook is divided into four categories: Workplace Rights and Responsibilities, Payroll, Benefits, and Miscellaneous.

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WORKPLACE RIGHTS AND RESPONSIBILITIES

Absence Reporting

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 work hours.

When sickness or other justifiable reasons prevent a staff member from being at work, employees must create a record of absence through [FRONTLINE](#) (formerly known as Aesop) (the Substitute Placement & Absence Management System). Any unplanned leave shall be created through FRONTLINE before 6:30 A.M. on the day of absence when possible. This will increase the chances for a substitute to be found. If after 6:30 A.M., please contact your building administrator AFTER the FRONTLINE absence has been created.

Requests for planned leaves shall be completed in advance.

Abuse of Students

It is the policy of the Adel DeSoto Minburn Community School District that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior towards students.

It is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegations, and to do so in a reasonably prudent manner. Anyone believing that a student has been abused by a district employee or volunteer may report the abuse to Evan Hammans (515-993-4285 or 515-478-1321) or Matt Lohmann (515-993-4584), Level One Investigators.

The entire policy on abuse of students by district personnel is defined in Board Policy [103.00](#). The requirements of 281 Iowa Administrative Code Chapter 102 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by district personnel.

Acceptable Use of Technology (Board Policy 605.6)

This Policy sets forth basic guidelines that all students and employees of the District are expected to follow when using any District-owned network or device (as defined below).

The district is not responsible for systems or networks over which it has no control. Parents and/or guardians of minors are responsible for setting and conveying the standards that their children should follow when using these electronic resources and online environments at home. Failure to abide by District policy and administrative regulations governing the use of these resources may result in the suspension and/or revocation of system access. Additionally, any student violation may result in discipline up to and including expulsion. Staff violations may also result in discipline up to and including dismissal.

Copies of this Policy shall be posted on the District's web site.

All users must sign the Acceptable Use Policy Agreement before accessing any ADM Network Resources.

DISTRICT OWNERSHIP

The District, at its sole discretion, may provide access to various technological resources, including but not limited to the Internet and the District's network, District email, web resources and platforms, computing devices (including desktop computers, laptop computers, and tablets and all peripheral devices thereto) to employees and students. The District may also, at its sole discretion, provide employees with access to District voicemail, cell phones, and/or smart phones as necessary to perform their job duties. Collectively, these resources will be referred to as the District's "Network Resources."

The District provides these Network Resources as a benefit to students and employees for the sole purpose of enhancing the educational opportunities offered by the District. Use of all ADM Network Resources is a privilege and not a right.

Acceptable Use of Technology (Board Policy 605.6) continued

No Expectation of Privacy

ADM CSD is a public entity, therefore, all records (except those specifically excluded by law), whether in electronic or hard copy form, are subject to the public records law and may be open to public inspection.

All of the District's Network Resources are District property and are not to be considered confidential. The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the District's systems or devices, including but not limited to email, web postings, text messages, and other electronic communications. Files containing personal information about a student or employee that are transmitted through or stored in the District's systems or devices are treated no differently than the District's other files, and students and employees have no expectation of privacy in such materials.

All communications sent over the ADM network or to or from any ADM-provided account or device, including text and images, may be subject to disclosure to applicable law enforcement or other third parties without prior consent of the sender or the receiver, as provided by law.

USER'S RESPONSIBILITY

Users shall be responsible for the proper use of all ADM Network Resources issued or made available to them by the District. Students are responsible for immediately notifying a staff member of any damage to the device that they are using. Employees must immediately report any damage to District-issued devices to District IT Staff.

NETWORK SECURITY AND SAFETY

To the extent required by federal law, the District shall use technology protection measures to protect against the access of inappropriate materials online.

The District will monitor the online activities of students and will provide age-appropriate education and training about the provisions of this policy, including safe and appropriate online behavior (including interaction on social networking sites and chat rooms) and cyber bullying awareness and response.

All users must follow these guidelines for promoting network security and safety:

- Users shall not share their accounts with anyone or leave the account open or unattended.
- Passwords shall remain confidential and should be protected by the user and not shared or displayed.
- Users are responsible for immediately notifying District IT staff or administration of any possible security problems.
- For personal safety reasons, users should never reveal their full name, address or location, telephone number, or any other personally identifiable information using District Network Resources. Students should only communicate with others online using District Network Resources for educational purposes. Students should never share personally identifiable information or arrange a meeting in person with an individual whom they met online.
- Users should immediately inform a staff member or administrator of any online communication that is threatening, harassing, or otherwise inappropriate.

ACCEPTABLE USES OF TECHNOLOGY

I. Responsible Use

2. The authority for monitoring acceptable use of electronic Internet resources is delegated to Adel DeSoto Minburn Community School District staff members assigned to classrooms and the technology department.
3. Instruction in the proper use of the Internet will be provided to staff members who will then provide similar instruction to students.
4. Students and staff members are expected to practice appropriate use of the Internet, including compliance with applicable laws and District policies. Violations may result in disciplinary action.

Acceptable Use of Technology (Board Policy 605.6) continued

5. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines that require efficient, ethical and legal utilization of the computer network.
6. Users are responsible for the content of all text, audio or images that they place on or send over the Internet.
7. If a user gains access to any service via the Internet, which has a cost involved, or if a user incurs other types of costs, the user accessing such a service will be responsible for those costs.
8. Any use of the internet or transmission of material, information or software in violation of any federal, state, or local law or regulation, board policy, or building regulation is prohibited.

II. Online Etiquette

2. Users are expected to learn and abide by generally accepted rules of Internet network etiquette as well as school board policy regarding appropriate conduct.
3. Students should use common courtesy, politeness and should avoid vulgar language, sarcasm, and humor. Without face-to-face contact, comments can easily be misconstrued.
4. Apply the same privacy, ethical and educational considerations that are utilized in other forms of communication.
5. Each web site may have its own set of policies and procedures. It is the user's responsibility to abide by those policies and procedures.
6. Respect all copyright and license agreements.
7. Cite all quotes, references and sources taken from web sites.

III. Rules Applicable to Specific Network Resources

1. Internet

- A. The Internet may be used by students and staff for school appropriate research or reference, or other legitimate educational purposes.
- B. Users should attempt to access only school-appropriate material when using search engines such as Google, Bing, etc. to find web sites, images, or files.
- C. Users should only use social networking sites or other interactive web platforms for classroom courses or content.
- D. Should users encounter inappropriate material by accident, they should leave the site immediately and contact an adult.

2. E-Mail

All users of email accounts via the District's Network Resources, regardless of whether or not they are school-issued or personal, must adhere to the following guidelines:

- E. Use of inappropriate language is prohibited.
- F. Always sign messages.
- G. Always use caution when addressing messages to ensure that messages are not inadvertently sent to the wrong party.
- H. Acknowledge receipt of a document or file when appropriate.
- I. Transmission, creation, or access of bullying or harassing, defamatory, obscene, pornographic, profane, threatening, or discriminatory messages or messages that disclose personal or confidential information without authorization is strictly prohibited. Use of the ADM Network or ADM-provided accounts or devices to improperly distribute copyrighted materials is prohibited.
- J. Use of ADM's Network or ADM-provided accounts or devices to improperly distribute copyrighted materials is prohibited.
- K. Passwords must be kept in a discreet location and shall not be shared with anyone. Any employee identified as a security risk or having a history of problems with information security may be denied access to the ADM Network and ADM-provided accounts and/or devices.
- L. Use of another's user name/account to access e-mail or the Internet, with or without that user's permission, is strictly prohibited.

Acceptable Use of Technology (Board Policy 605.6) continued

3. Computers, Laptops, Tablets, and Other Similar Devices
 - A. Users should log in using their username when possible. Use of another's username and password, with or without that user's permission, is strictly prohibited.
 - B. Users who log into a public username should be aware that any documents left on the desktop or in the documents folder could be seen by other users using the same public username, and may be deleted at any time. Users should remove any personal documents on the desktop or in the documents folder before logging out.
 - C. Users will handle all physical components of the computing or communication device, including all peripherals with care while using a computer. Keyboards and mice should be kept with computer workstations and not moved. Mobile devices (laptops, iPads, etc.) must be properly stored and plugged in (as appropriate) when not in use.
4. Digital Storage Devices
 - A. Users are responsible for ensuring any data stored on such a device is virus-free and should only be used to store the owner's school appropriate material.
5. Cell Phones, Smart Phones, and Other Handheld Devices
 - A. Student use of cell phones is regulated by each building's administration. Permission for use of all other handheld devices must be obtained from a staff member for students to use them.
 - B. Students may only use cell phones, smart phones, or other handheld devices with staff permission in accordance with each building's policy.
6. Peripheral Devices
 - A. Students will use peripherals under the direction and/or permission of staff members.
 - B. Users should print only when necessary and in quantities necessary.
 - C. Color printers may only be used at the appropriate staff member's discretion.
 - D. Users should only scan materials that are appropriate and do not violate any federal, state, or local law, rule, or policy.

UNACCEPTABLE USES OF TECHNOLOGY

The District strictly prohibits inappropriate uses of the Internet and District Network Resources, including e-mail, web postings, text messages, and other online communications, which include but are not limited to the following:

- A. Disclosure of confidential or sensitive information known or entrusted to the District to any unauthorized individual.
- B. Misuse of copyrighted material or other copyright violations.
- C. Communicating in ways that disrespect or improperly disparage others.
- D. Communicating information that could be perceived as an official District position or endorsement without prior approval by proper District officials.
- E. Using disrespectful or improper language or making defamatory statements.
- F. Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal, or otherwise inappropriate material. If a user encounters such prohibited material, the user should immediately terminate contact with the material and notify appropriate District personnel.
- G. Participating in any activity that could be interpreted as bullying, harassment, or discrimination.
- H. Misrepresenting an individual's identity or the source of communications or data.
- I. Attempting to gain unauthorized access to the District Network Resources or break into any other Internet server, network, file, or similar activities.
- J. Accessing confidential information on District Network Resources without authorization.
- K. Promoting political or religious positions (including violations of ethics and campaign disclosure laws).
- L. Participating or engaging in activities that violate any local, state, federal, or international law, or any District policy, rule or standard.
- M. Operating a personal business or using District Network Resources for personal gain.

Acceptable Use of Technology (Board Policy 605.6) continued

- N. Exporting or importing any governmentally controlled technical data (such as software encryption) to or from authorized locations or persons, without appropriate licenses or permits.
- O. Disrupting the use of the District's Network by other users, or wasting system resources.
- P. Sending unsolicited messages (including spam).
- Q. Vandalizing District Network Resources through any malicious act or the attempt to harm, modify, or destroy the computer property or data of the District or another user, the Internet, or District Network Resources, or any other technologies or devices used in the District. This includes but is not limited to causing physical damage to devices as well as participation in hacking or the uploading or creation of viruses or other malicious programs to any District Network Resource.

HARASSMENT AND BULLYING

In accordance with Iowa law, the District's policy prohibiting bullying and harassment applies to all electronic communications. Employees and students are prohibited from engaging in any bullying or harassing behavior via any electronic means, including those means that are not part of the District's Network Resources.

VIOLATIONS AND SANCTIONS

All users are expected to abide by the provisions of this Policy. Any student who uses technology in an unacceptable manner is in violation of this Policy and/or the district's Student Behavior and Discipline Policy and will be subject to sanctions as stated in the policy. Since the nature of each violation may vary, the supervising classroom teacher and/or building administration is given broad discretion in determining the severity of the sanction. Students will be given written notification of the violation and sanction as stated on the Technology Acceptable Use Violation Notice.

Staff members who use technology in an unacceptable manner may also be subject to disciplinary actions up to and including dismissal.

Violations of this Policy may also result in the loss of a user's privileges to use any or all District Network Resources for an appropriate period of time to be determined by the supervising classroom teacher and/or administrator. Sufficiently severe violations may result in permanent loss of privileges, as determined by a District administrator.

District administration may confiscate any District-owned device from a student or employee, due to violation of this policy, or collect such devices at any time and for any reason.

Reliability

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages that employees or other persons may suffer. This includes damages due to loss of data resulting from delays, no deliveries, mis-deliveries, or service interruptions, whether caused by the District's own negligence or the employee's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The Adel DeSoto Minburn Community School District reserves the right to change this policy at any time. Students, parents and/or guardians will receive written notification of any changes.

In compliance with federal law, this policy shall be maintained for at least five (5) years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Employee Health: Injury at Work (Board Policy 402.11)

If an employee is injured at work, school personnel may administer minor or emergency first aid. If possible, the employee or a person acting on the employee's behalf shall follow school procedures for reporting the injury immediately and prior to out-of-district medical care. If necessary, a member of the family shall be notified or the employee shall be transported to a

medical facility. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible. The school district is not responsible for medical treatment of an injured employee. Each employee shall maintain an up-to-date emergency medical form on file in the building office.

It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

Please refer to the Worker's Compensation policy in this handbook for more information, if applicable.

Board of Educational Examiners: Mandatory Reporting of Ethics Violations

Licensed personnel shall adhere to the standards of professional practices set forth by the Iowa Board of Educational Examiners and by District policies, rules and regulations.

The BOEE has determined that the employee discipline that must be reported to the BOEE includes written reprimands, written warnings, job separation agreements, resignations, non renewals, or terminations that resulted from employee misconduct covered by the mandatory reporting areas. The mandatory reporting discipline areas are listed below:

- 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, possessing, using, or consuming illegal drugs, unauthorized drugs, or alcohol.

The reporting requirement for administrators following non renewal or termination due to conduct that, if proven, constitutes a disqualifying criminal offense under Iowa Code section 272.2(14)(b)(1) remains in the statute. Disqualifying criminal offenses include: Forcible felonies including child endangerment, assault, murder, sexual abuse, and kidnapping; sexual abuse offenses, including lascivious acts with a child, assault with intent to commit sexual abuse, indecent contact with a child, sexual exploitation by a counselor or school employee, lascivious conduct with a minor; enticing a minor; human trafficking; incest; dissemination and exhibition of obscene material to minors; and telephone dissemination of obscene material to minors.

Administrators must report any disciplinary action against a BOEE-licensed employee for the behaviors listed above. Section 272.15 identifies the potential consequences for administrators who fail to follow this legislation:

The board may deny a license or revoke the license of an administrator if the board finds by a preponderance of the evidence that the administrator failed to report the termination or resignation of a school employee holding a license, certificate, statement of professional recognition, or coaching authorization, for reasons of alleged or actual misconduct, as defined by this section.

Ethics complaint forms may be obtained from the BOEE

Cell Phone Use

Staff may use cellular phones in District buildings for incidental personal use, but are not to use phones while instructing or supervising students unless as part of the educational program. Personal use of cell phones should be kept to a minimum and should take place during the employee's lunch or break time.

Communication - Working With Parents and Media

It is important to consider the volume, frequency, and type of communication received by parents, guardians, and students. Teachers in the ADM School District are encouraged to communicate frequently with parents and guardians. When using email, teachers are encouraged to use Infinite Campus for the most up-to-date email address for each parent contact. Teachers are also encouraged to use phones and other appropriate messaging systems to communicate with parents. Accommodations should be made for parents who do not have technology available to ensure that all parties are afforded the same information.

Teachers are encouraged to phone parents using district telephones for any student related situation, regardless of phone charges. Personal use of district phones for long-distance purposes is prohibited and staff are required to use their own personal device to make this type of call. Personal phone calls should be kept to a minimum and should be made during the employee's lunch or break time.

Staff must report any inappropriate communications received from parents, students, and the public to their building level administrator.

All media inquiries, whether verbal or written, are to be directed to the Director of Communications who will evaluate the request and determine the district's response or action. Accuracy of information takes precedence over media deadlines.

Confidentiality - FERPA (Family Educational Rights & Privacy Act)

All employees within the District are subject to FERPA regulations. This law protects student information from being shared. There is a limited exception for sharing information with other staff when it can be shown to further legitimate educational objectives. Otherwise, sharing information with other staff, students, or the public is prohibited. Unauthorized disclosure of student information may be grounds for discipline, up to and including termination. Staff members can expect the same right to confidentiality and professional treatment.

As a school employee, you may be entrusted with confidential student information. Written, verbal and electronic information concerning a student should be held in strict confidence. Do not discuss such information with other school employees unless it is necessary for the educational benefit and/or safety of the student. When such exchange of information is necessary, conversations should be held in private. Divulging confidential information without authority may be grounds for disciplinary action up to and including dismissal.

Conflict of Interest (Board Policy 403.3)

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease such solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with 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 to parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

No employee shall engage in any outside employment or activity that is in conflict with the employee's official duties and responsibilities. Situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to:

1. The outside employment or activity involves the use of the District's time, facilities, equipment and supplies or the use of the District badge, uniform, business card or other evidence of office to give the employee or member of the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated employees or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the State or the District for the

performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours in which the employee performs service for the District.

3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each employee to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, an employee should not participate in any action relating to the issue from which the conflict arose.

Contracts

Contracts automatically roll over from year to year unless one of the three contract actions occur: termination, resignation, or mutual modification. After the 21-day period has lapsed from the issuance of contract, the contract issued for the school year is considered binding, and the terms of the contract would follow the collective bargaining agreement for the subsequent year.

Copyright Compliance (Board Policy 605.07 in part)

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine or other applicable exception. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the **responsibility of employees to abide** by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination.

Copy Requests

All copy requests may have a 4 workday processing period once received in the Copy Center at the District Administration Center.

Emailing copy requests is encouraged. The copy request attachments need to be "copy ready" as per the following guidelines.

1. All email requests must be sent to copyrequests@admschools.org.
2. The request must include requester name, requester building, date needed, and clear copying directions.
3. A separate email is required for each copy request job.
4. The copy request should be emailed as **one attachment** preferably as a PDF document. For example, you have a 5-page copy request: the 5 pages should be in one attachment and not one attachment for page 1, one attachment for page 2, etc.
5. Pages should be in sequential order in the attachment.

Discipline and Discharge (Board Policy 401.10 in part)

Expected Behavior. All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior that adversely affects their job performance.

Sanctions. The superintendent may impose the following disciplinary sanctions for breach of expected behavior: verbal or written warnings or reprimands, disciplinary probation, and disciplinary suspensions not to exceed ten (10) workdays (with or without pay). The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation or suspension may be imposed without first imposing a warning, or an employee may be discharged without first applying any of these sanctions.

Procedures. Prior to imposing a disciplinary sanction, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges. No delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee other than for oral warnings or reprimands.

Suspensions Pending Action. An employee may be suspended by the superintendent with or without pay pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in the prior paragraph. If an employee who is placed on paid leave is subsequently convicted of a Class "D" felony or greater, that employee shall repay the District all wages paid while the employee was on paid leave, as well as any termination payments made pursuant to the employee's contract or collective bargaining agreement with the District, if any.

Discharge. The Board of Directors may terminate the contract of a licensed employee in accordance with applicable provisions of Chapter 279 of the Code of Iowa. Sanctions specified in this policy need not be first utilized. The Board of Directors may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not licensed to coach at any time or in accordance with the terms of the contract.

Discrimination/Bullying

Discrimination refers to any act that unreasonably and unfavorably differentiates the treatment of others solely on their membership in a socially distinct group or category. Harassment or bullying is any pattern of gestures written, electronic, or verbal communication that places an employee or student in actual and reasonable fear of physical harm or damage to their property. Acts of intolerance, discrimination, harassment or bullying towards others because of race, color, gender, religion, creed, ethnic background, national origin, age, disability, sexual orientation, gender identity or other factors that are likewise discriminatory are strictly prohibited. Such acts may be treated as just cause for purposes of discipline, including discharge.

Dress Code

Employees serve as role models for the students and as representatives of Adel DeSoto Minburn Schools. All certified employees are expected to dress in a "smart casual" style Monday - Thursday. Smart casual dress may include professional looking jeans and a dressed up t-shirt. Hooded and athletic sweatshirts and athletic / ADM t-shirts should not be worn as a part of the "smart casual" dress code. In general, staff may dress in more casual clothing on Fridays. Casual dress on Friday's may include jeans, athletic / ADM t-shirts, and hooded/athletic sweatshirts. Additionally, staff may be allowed to dress in casual clothing on other identified occasions or as part of a job role as determined by administration. All clothing worn to work must be neat, clean, in good repair, and appropriate for on the job appearances at all times. If at any time the building principal believes the employee's attire to be inappropriate, the employee will be sent home to change.

Substance-Free Workplace (Board Policy 402.13 in part)

The board expects the school district and its employees to remain substance free. No employee will 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 alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. A "workplace" also includes non-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.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination.

Employment Health: Physical and Mental Examinations (Board Policy 402.8 in part)

An employee may be required to have additional examinations (physical and/or mental) when, in the judgment of the superintendent or the Board, such examinations are relevant to the employee's performance or status. Such additional examinations shall be at the expense of the District.

Employee Complaint Procedures (Board Policy 402.19)

Purpose. The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees that may arise from time to time regarding their working conditions.

Exclusion. Any matter, which could be brought under a grievance procedure of a negotiated agreement, shall not also be brought under the procedures of this policy.

Procedures. Any employee with a complaint regarding his/her working conditions shall first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within ten working days of the event giving rise to the complaint, and the supervisor shall attempt to meet with the employee within ten working days of being notified.

If the matter is not satisfactorily resolved, the employee shall file a written complaint with the immediate supervisor, which should be filed within ten working days following the discussion with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within ten working days of the filing of the complaint.

If the employee feels that the immediate supervisor does not satisfactorily resolve the matter or if the complaint involves the activities of the immediate supervisor, he/she may file the written complaint and the supervisor's disposition with the next level supervisor. The complaint should be filed within ten working days of the disposition by the supervisor. The same procedures and timelines shall apply through the chain of authority through the superintendent.

If the employee feels that the matter is not satisfactorily resolved, the employee may request to appear before the Board by filing the written complaint and the written dispositions with the Board secretary and ask for a place on the agenda. The Board has discretion to determine its own agenda, and the Board may decline to consider the matter. If the Board declines to decide the matter, the disposition of the superintendent or his/her designee is final. If the matter is placed on the agenda, the employee may appear at the Board meeting and discuss the matter with the Board. The administrative staff may also discuss the matter with the Board. The Board may refuse in its sole discretion to take action on the complaint or the Board shall decide the matter as soon as practicable, and the Board secretary shall communicate the Board's decision to the employee.

Non-interference. All investigations, handling or processing of any complaint shall be conducted to result in no interference with or interruption of work activities.

Discrimination and Harassment Complaints. Employees alleging improper discrimination or harassment may bypass any step of these procedures that requires the employee to meet with the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, pursuant to District Policy [401.2E1](#) rather than pursuing this policy.

Equal Opportunity (Board Policy 103.00)

The board will not discriminate in its educational programs or activities on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed, as provided by applicable federal and state law. The board will not discriminate in employment on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, creed, age, or genetic information, as provided by applicable federal and state law.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from participation in, denied the benefits of, or subjected to discrimination in educational programs or activities or employment in violation of applicable federal and state law. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Compliance Officer designated by the board. The Compliance Officer is the ADM Business Manager, 215 N. 11th St., Adel, IA 50003, 515-993-4283.

Evaluation: Instructional Staff Performance Assessments

- A. No formal assessment will be done during the first two (2) weeks or the last week of the school year.
- B. All certified employees shall be informed of the District's formal assessment procedures by the building principal during the first two (2) weeks of the school year.
- C. The employees shall have the right to include with his/her assessment an explanation or other written statement regarding any formal assessment.
- D. This Article deals with one method of employee assessment - formal assessment of performance. Nothing in this Article is to be construed as precluding assessment of employees by other means deemed appropriate by the Administration of the District. In the event other means are used, the employee shall be notified and have the right to read and respond in writing to the assessment statements. Such written responses shall be included with the employee's assessment forms.

- [Overview of Teacher Assessment System](#)

Fundraising

All fundraising activity conducted in a school building or for school-related activities must have prior approval by the activity director or building principal. Anyone planning to conduct fundraising activities during the school year will complete the [Fundraising Request Form](#) as per the chart below and will not occur without prior approval. Consequences for proceeding with fundraising activities without appropriate approval include, but are not limited to, immediate termination of the fundraising activity and return of funds already collected, verbal or written reprimand and, in the case of blatant disregard for policy or repetitive infractions, termination of coaching and/or advisory position.

A comprehensive list of fundraising activities will be developed and presented to the board for approval at the board meetings listed in the chart. The board grants the administration the authority to approve additional fundraising requests beyond the list provided and will inform the board of these approvals monthly.

Fundraising activities supported by a student group or team may be conducted to support charitable or civic projects that are consistent with the district's mission and values. As a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activities at school or school-related events.

| Request Due to DAC | Board Meeting Month | Activity Start Date |
|------------------------------|---------------------|---------------------|
| 1st Day of School | September | Day After Meeting |
| Last Day Before Thanksgiving | December | Day After Meeting |
| Last Day Before Spring Break | April | Day After Meeting |

ID Badges, Key Fobs, and Keys

Staff are required to wear ID badges at all times. Each employee will be issued a key fob and/or key to allow access into their assigned worksite. The school office should be notified right away if an ID badge, key or key fob is lost. When a staff member leaves employment or transfers to another district facility, the ID badge, staff activity pass, key fob and/or key will be turned into the school office by the employee on the last day of employment.

Investigations

Employees are expected to perform their assigned jobs, respect and follow Board of Education policies, and obey the law. In the event that employees experience any arrests, the filing of any criminal charges, the disposition of any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while intoxicated, they must notify their building principal or immediate supervisor. Notification should occur within five (5) business days of notification to the employee.

Employees must report all charges and citations, including traffic tickets such as speeding tickets occurred while driving district vehicles; employee's will be responsible for the payment of fine, penalty, or ticket.

Employees must notify their building principal or immediate supervisor of any child abuse complaints filed against them. Employees must notify their building principal or immediate supervisor regarding the findings in any complaint against them alleging child abuse. Notification of any complaints and findings should occur within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints shall be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the district as required by this policy may be subject to disciplinary action up to and including termination.

Job Postings

As jobs become available, they are posted on the District [website](#) and emailed to current staff.

Lactation

The district is committed to working with employees to accommodate: (1) A reasonable break time, to limit lost instructional time, for an employee to express breast milk for her nursing child for up to one year after the child's birth, and (2) A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers, students and the public. The employee is responsible to notify the building administration if additional support is needed to meet these accommodations.

Licensure Certifications and Trainings

Under Federal legislation and Iowa law, certified staff are required to have the appropriate certification to teach assigned courses. **It is the responsibility of each staff member to renew his/her licenses and certifications with the Board of Educational Examiners.** Once a staff member renews a license/certification, or adds a certification, the staff member is responsible for providing a copy of that license/certification to the superintendent's office. **Pursuant to Iowa Code Section 294.1, a staff member cannot be compensated without proper certification.** Staff may be hired with the agreement that additional certifications or endorsements will be sought. Failure to show evidence of progress toward those certifications may be reason for contract termination.

All certified staff, administrators, and paraprofessionals who possess a license are required by Iowa law to complete an approved mandatory child and dependent adult abuse reporter training course every five years. Employees who complete trainings through Heartland AEA should email a pdf copy of the completion certificate to the District Administration Office. Heartland AEA required trainings are free of charge if employees have identified themselves as an ADM employee in their AEA account profile.

The process of completing required trainings and maintaining up-to-date records of the completion of required trainings is an employee responsibility and a condition of employment at ADM Schools. The following link provides helpful information for staff about required trainings at ADM: [Required Trainings for ADM Staff](#)

Obligation to Report Criminal Record

All employees are required to fully cooperate with any representative of the District who is conducting a work-related investigation. Employees will be disciplined for lying to any representative of the District, or providing information to any representative of the District, which is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any representative of the District. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by a representative of the District, and discouraging other individuals who may be contacted by a representative of the District from responding to or cooperating with the District, "Failing to cooperate" includes, but is not limited to, failing to provide information, documents, or materials requested by a representative of the District, and providing information, documents, or materials to a representative of the District which are dishonest, misleading, inaccurate, or incomplete.

If an employee is the subject of an investigation, the District will respect the rights afforded to the employee by the Iowa Public Employment Relations Act, the United States Constitution, and any other applicable state or federal law.

Personnel Files; Release of Information (Board Policy 402.14)

A confidential file of employment records shall be maintained for each employee in the central administration office. Included in the file shall be the following, without limitation: licenses and transcripts if required, employment application, references, contracts of employment, formal evaluations, disciplinary reports, and wage information. Information on leave usage may be maintained separately. Confidential health information, such as physical forms, sick or long-term disability leave days, worker's compensation claims, emergency information, family and medical leave request forms and reasonable accommodations to accommodate an employee's disability, shall be maintained separately.

Except in limited instances, only the employee or authorized school district employees shall have access to the confidential employee files without the employee's written consent or a valid subpoena. Certain information may be released when allowed or required by law.

Each employee shall have the right to review the contents of his/her own confidential personnel file maintained in the central administration office, except for confidential credentials or reference letters. An employee desiring to view the contents of his/her file shall make a request to the superintendent or his/her designee. No papers may be removed from the file, but copies may be obtained for a reasonable fee. The employee shall have the right to respond in writing to materials contained in the file.

All employee records, except payroll and salary records shall be maintained for a minimum of seven years after termination of employment with the District. Applicant records shall be maintained for a minimum of three years after the position was filled.

Probationary Status

The first three consecutive years of employment of a licensed employee (other than of an administrator) in the Adel DeSoto Minburn Community School District shall be a probationary period, unless the employee has already successfully completed the probationary period as a licensed employee in another Iowa school district. Non-administrative licensed employees who have previously successfully completed a probationary period in another Iowa school district will serve a two-year probationary period in the Adel DeSoto Minburn Community School District.

For purposes of this policy, a licensed employee shall be deemed to have met the requirements for successfully completing a probationary period in another Iowa school district if the licensed employee was employed in the prior district for the requisite number of years, received a satisfactory or better evaluation for the most recent formal evaluation, and has not engaged in conduct which would disqualify the licensed employee from receiving a continuing contract from the prior district.

Only the Board, in its discretion, may waive the probationary period for any licensed employee. The Board may extend the probationary period for one additional year with the consent of the licensed employee. The Board will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent's recommendation. A probationary contract may be terminated by the Board of Directors effective at the end of a school year without cause, with notification to the employee as provided by law.

Procurement Cards (PCards)

The purpose of the P Card program is to provide a cost effective purchasing tool to authorized staff to efficiently and effectively expedite the purchasing process. PCards will be made available to employees based upon need as determined by the appropriate administrator. Prior to using the PCard, employees will be required to abide by the PCard Manual Guidelines This manual is intended to establish a set of operating rules, guidelines, and procedures to minimize instances of card misuse and maximize its benefits to the organization. Prior to using a PCard employees are required to read and sign off on the PCard Manual.

Procedures for Employee Reduction

When the Board determines that staff reduction is necessary, the Board shall accomplish the same by attrition by pool (a reduction chiefly as a result of resignation, retirement, or death) whenever possible. In the event the necessary reduction in staff cannot be accomplished by attrition, the Board shall make the decisions as to resulting contract renewals. If a choice must be made between two (2) or more employees, and one of those employees has been designated by the building principal on the current year's evaluation in writing as intensive assistance, that individual will be reduced first. If no employee has been so designated, such contract renewals will be given to the employee(s) with the greater seniority, if they have proper certification. The Board is not obligated to create a part-time position by this reduction process.

Seniority refers to an employee's total equivalent full-time continuous years of teaching experience within the District. A part-time contract during the entire year will be considered a full year of seniority. Only a partial year contract will be prorated. If

a reduction is being accomplished by seniority, and two or more employees have the same seniority, then total equivalent full-time continuous years of teaching experience outside the District shall be used. If such employees are still tied, using the last four digits of the employees' social security number shall break the tie. The higher the number, the higher the seniority. Seniority begins with the Board approval date of the employee's contract.

Staff reduction shall be accomplished within the following pools: PreK-5 Regular Classroom and Reading Interventionists; 6-12 Business Education; 6-12 English/Language Arts; 6-12 Family Consumer Science; 6-12 Industrial Technology; 6-12 Math; 6-12 Science; 6-12 Social Studies; 6-12 World Languages; PreK-12 Art; PreK-12 At-Risk; PreK-12 Computer Science; PreK-12 ESL; PreK-12 GATE; PreK-12 ~~Guidance~~ **School** Counselor; PreK-12 Library/Media; PreK-12 Music; PreK-12 Nurse; PreK-12 Physical and Health Education; PreK-12 Special Education; Preschool. The above notice shall be given within seven (7) days following school board decision or notification and no later than the deadline established by Iowa law.

A. Notice

The Board shall provide to the potentially affected employee(s) and to the Association written notice of such possible reduction of staff that may become effective the following year. The notice shall be given within seven (7) days following school board decision or notification and no later than the deadline established by Iowa law.

B. Recall

An employee laid off because of staff reduction shall have recall rights within the same pool from which he/she was reduced. Recall will occur in reverse order of lay off. Recall rights shall begin following board action to terminate the employee's contract, and shall end thirty (30) calendar days after the last contracted work day of the second following school year. When a vacancy occurs within the pool from which an employee was laid off, he/she will be notified by certified mail and have fifteen (15) days to respond. It is the employee's responsibility to keep the District informed in writing of changes of address. Failure to respond or refusal of the position shall terminate the employee's recall rights for any subsequent vacancies. He/She shall also be given priority to teach as a substitute. A recalled employee will not receive credit on the salary schedule for the time laid off. Any employee laid off as a result of staff reduction will have his/her benefits frozen at the time of layoff. Upon recall, benefits will again continue to accumulate.

Publication or Creation of Materials (Board Policy 403.12)

Intellectual property and other materials created by an employee and the financial gain there from shall be the property of the District if school materials and/or time were used in their creation and/or such materials were created in the scope of the person's employment. If the work or activity may interfere with the employee's primary responsibility, the employee must seek written approval of the superintendent prior to undertaking the creation for such materials.

Purchase Orders

All financial commitments of the District must be authorized through the purchase order process, which requires approval from the building principal and business office, except for those requiring direct action by the Board of Directors. Staff members will submit requisition and purchase order requests online through the [Weblink](#) (Software Unlimited) software. A building principal/administrator must approve every purchase order. Once the employee receives final approval notification, the items may be purchased. All tech-related items need to be pre-approved through the Technology Department. Additionally, staff members do not have the authority to enter into a contract for the purchase of goods or services.

Reporting Child and Dependent Adult Abuse (Board Policy and Regulation 403.13)

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. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

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.

At the time of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. After July 1, 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the post-July 1, 2019 two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse that they become aware of within the scope of their professional practice. A "child" is defined as a person under 18 years of age.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report are immune from liability.

Child Abuse Defined

"Child abuse" is defined in Iowa Code section 232.68 as:

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional.
- The commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child. (*Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.*)
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so, or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone should not be considered abusing the child.
- The failure to provide for the adequate supervision of a child means the person failed to provide proper supervision of a child that a reasonable and prudent person would exercise under similar facts and circumstances and the failure resulted in direct harm or created a risk of harm to the child.
- The acts or omissions of a person responsible for the care of a child that allow, permit or encourage the child to engage in acts prohibited pursuant to *Iowa Code* section 725.1 (which deals with prostitution).
- An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.
- The person responsible for the care of a child has, in the presence of the child, manufactured a dangerous substance, or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudo ephedrine, or its salts, with the intent to use the product as a precursor or an intermediary to a dangerous substance.
- The commission of bestiality in the presence of a minor by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.

- Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry under Iowa Code chapter 692A for an act of child endangerment.
- Knowingly allowing a child to access obscene material, as defined by Iowa law, or knowingly disseminating or exhibiting such material to a child.
- The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a child for the purpose of commercial sexual activity as defined under Iowa law.

Teachers in public schools are not "persons responsible for the care of the child" under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

Reporting Procedures

Licensed employees are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services when the employee reasonably believes from knowledge obtained within the scope of employment that a child has suffered from abuse. If the licensed employee has reason to believe that immediate protection for the child is advisable, the employee shall also make an oral report to an appropriate law enforcement agency. Within forty-eight hours of an oral report, a written report must be filed with the DHS.

District employees shall report orally to the following:

Department of Human Services Child Protection Investigation Unit

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the information.

- name, age, and home address of the child;
- name and home address of parents, guardians or other persons believed to be responsible for care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
 - description of nature and extent of injuries, including evidence of previous injuries;
 - name, age, and condition of other children in the same home;
 - any other information considered helpful in establishing the cause of the injury to the child, the identity of the person(s) responsible for the injury, or in providing assistance to the child; and
 - name and address of the person making the report.

Cooperation

It is not the responsibility of employees to prove that a student has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The DHS is responsible to investigate the incident of alleged abuse. All employees shall cooperate in good faith with the Department of Human Services in an investigation. The Department of Human Services has the right to come to the school where the student named in a report is located. The administrators must cooperate with the investigation by providing confidential access to the student named in the report and to other children for the purpose of interviewing the child(ren) to obtain relevant information.

Request for Changes to the Handbook

Staff who wish to propose a change to the handbook should submit the proposed change to the Superintendent. Proposed changes to the handbook will be brought to the handbook committee at the discretion of the superintendent. All recommended changes from the handbook committee will be brought before the School Board to be considered on an annual basis.

Resignations (Board Policy 401.9 in part)

Form. Resignations shall be submitted in writing, signed and dated by the resigning party and delivered to the secretary of the Board of Directors.

Licensed Employees Other Than Administrators. Licensed employees, other than administrators, shall submit their written resignations on or before the last day of the school year or on or before the date specified by the Board for return of the contract, whichever date occurs first. The Board may require a continuing employee who has resigned from an interscholastic coaching contract to accept the contract for one additional year if a good faith effort to find a suitable replacement has been made, but the position is not filled by June 1.

Early Release Requests by Licensed Employees.

The Board recognizes that there are some circumstances that force an employee to request a release from a contract before the expiration date of the contract. The Board also recognizes that the District suffers difficulties and expenses in finding a suitable replacement, fewer applicants may be available during a contract term, and that a late resignation causes disruption to the District's programs. The Board believes that any employee who signs a contract should fulfill the contract to the best of the employee's ability.

A licensed employee who wishes to resign a contract before the expiration date of the contract shall submit a signed written request setting out the reasons for the requested release and the date of the requested release. The licensed employee shall be released from the contract only if the Board, in its sole discretion, determines that an unusual and extreme circumstance exists for an early release from the contract and a suitable replacement is found.

Licensed employees who do not fulfill the terms of a contract after it has been signed may be required to reimburse the District the actual expense of finding a replacement. Payment of these costs shall be a condition for release from the contract.

The licensed employee shall be expected to continue performing services under the contract until a suitable replacement can be secured and a written release is obtained from the Board.

A licensed employee may seek a waiver from the Board of the conditions set forth for requesting a release prior to the expiration date of the contract. The Board, on its own or following a request, may, in its discretion, waive any of the conditions.

In the event a licensed employee terminates employment without proper release, the superintendent is directed to file a complaint with the Iowa Board of Educational Examiners, and the superintendent may pursue any other remedies under the law.

Responsibility for Personal Property (Board Policy 403.06 in part)

The District shall not be responsible for replacing, repairing or recovering personal items brought onto school property.

Safety Procedures

Employees can help prevent injury to themselves and others by observing general safety rules:

- Practice regular and thorough hand washing
- Remove hazards
- Immediately report any unsafe condition or absence of safety equipment to a supervisor
- Immediately report any accident (experienced or witnessed) to a supervisor

Employees should also be familiar with bloodborne pathogens control procedures. All personnel should wear gloves when anticipating contact with blood, body fluids, mucous membranes and/or contaminated surfaces. Hands or exposed skin should be washed with soap and running water as soon as possible after any possible contact with blood or bodily fluids, with the exposure incident reported to a supervisor.

Staff and Student Relations

All employees are strictly prohibited from dating or entering into a romantic relationship with any student enrolled in the District regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action up to and including dismissal, and may be subject to criminal action.

Transporting Students (Board Policy 403.14)

Generally, transportation of students shall be in a motor vehicle owned by the District and driven by a District driver. In some cases it may be more economical or efficient for the District to allow other employees of the District to transport students in their personal motor vehicles or in a school district motor vehicle other than a school bus.

School district employees who transport students for school purposes must have the permission of the superintendent.

Employee Travel Compensation (Board Policy 402.16)

Employees traveling on behalf of the school 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, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel Outside the School District

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. Travel outside the school district by employees, other than the superintendent, is pre-approved by the superintendent or an immediate supervisor. Travel outside the school district by the superintendent shall be approved by the board president.

Reimbursement for actual and necessary expenses may be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed, itemized receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed, itemized 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 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed mileage at the Internal Revenue Service standard mileage rate. Travel to/from home and work is never a reimbursable travel expense. [Pre-approved expenses for transportation outside of three hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium-priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.] Travel Costs for a spouse or anyone other than the district employee shall be a personal expense not reimbursed by the district.

Each employee requesting to use his/her personal vehicle on school business shall have personal liability insurance, at least at the minimum level required by law. Employees will be reimbursed for actual and necessary travel expenses only if the employee received approval from the superintendent or the superintendent's designee in advance.

Employees may be authorized to use a school vehicle to conduct business for the District or to attend District-related conferences or activities. A vehicle request must be completed via the district website prior to using a school vehicle. Once the request has been approved, vehicle keys may be obtained. All drivers must have cleared a driver's license background check through the district office. The vehicle shall not be used for personal use. The employee shall record the mileage and other pertinent information as requested by the transportation department in the log book located in the vehicle. All authorized drivers must have a valid driver's license and must be insurable under the District's liability insurance. No tobacco products shall be used in the vehicles, and no alcoholic beverages or illegal substances shall be placed in the vehicle or consumed in the vehicle.

Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed mileage at the rate set by the board periodically. It is the responsibility of the superintendent to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Travel allowances within the district will be provided only after Board approval. Employees who are allowed a within 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.

Use of District-Owned Vehicles

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will be clearly marked at all times to identify the district.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment and proper use of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Transfer Procedures

A. Definition

The movement of an employee to a different building or subject area shall be considered a transfer. Examples of a subject area on the secondary level would include: language arts, math, social studies, science, and special education; on the elementary level: classroom teacher (K-5), art, music, and P.E.

B. Filing Requests

Any employee may apply for voluntary transfer. Such application shall be in writing to the superintendent, and in case of a vacancy within seven (7) calendar days of the posting of the vacancy.

C. Use of Voluntary Requests

All requests for voluntary transfer shall be considered before involuntary transfers. If necessary, all requests for voluntary transfer shall be considered alongside outside applicants. If more than one transfer request is made, all teachers will be considered utilizing the same selection process. Transfer requests must demonstrate appropriate certification required for the position (e.g. Class B License, Standard License).

D. Involuntary Transfers

1. Notice of an involuntary transfer shall be given in writing to the affected employee as soon as practical and whenever possible within two (2) days of the final decision.
2. An involuntary transfer shall be made at the discretion of the Board. The employee involved may request reasons for the involuntary transfer; these reasons shall not be grievable.

Tutoring and Conducting Personal Business (Board Policy 403.02 and 403.01 in Part)

All instructional and extra-curricular services to students shall be provided as a part of the District's instructional and activity program. No employee shall accept fees or other compensation for private tutoring, lessons, coaching or any other educational services for District students during the school year or while under contract outside of the school year unless specific written approval is obtained in advance from the superintendent.

No District facilities, equipment, materials or supplies shall be used by any employee for private tutoring, lessons, coaching or any other educational services or for an employee's private business or activities without prior specific approval from the superintendent.

The Board of Directors, through its administration, retains all rights to determine when individuals and employees, when on school property or during working hours, may conduct personal business.

Employees shall not use their positions with the District for personal financial gain from a private activity or otherwise use this position with the district in a way that creates a conflict of interest in violation of Iowa law. It is the employee's responsibility to investigate whether an outside activity creates a conflict of interest. Refer to Policy No. 403.3 for more information on Conflicts of Interest. Employees shall not use confidential information regarding students to further a private activity. Employees may not solicit students for contributions to or purchase from a private business. Employees shall not solicit contributions to nonprofit organizations without consent of the superintendent.

Vacancy Procedures

If a permanent vacancy occurs for the following school year, the Board or its duly authorized representative shall post notice of such vacancy on the website and email the notice to all faculty. No vacancy shall be filled until seven (7) days after posting.

Use of District Facilities and Equipment (Board Policy 403.05)

Each licensed employee and supervisor will be issued keys or access codes to his/her assigned building and assigned room. All keys and access codes shall be turned in upon request of the administration. Employees are expected to conduct themselves in accordance with District policies and procedures at any time they are present on school grounds or in a school facility. Employees are prohibited from making copies of keys or giving keys or access codes to non-employees.

An employee desiring to use school facilities and equipment for non-school business shall be subject to the same terms and conditions as other persons.

- Facility Use and Rental Website: <http://www.admschools.org/district/action-center/facility-rental/>

PAYROLL

Direct Deposit

New employees are required to participate in direct deposit of their monthly pay checks. All employees are encouraged to participate in the direct deposit of their monthly pay checks. Pay checks can be electronically deposited into an employee's checking and/or savings account(s) at the financial institution(s) of choice. Direct deposit is free, safe and confidential, and eliminates the possibility of lost paychecks.

Garnishments

All garnishments are processed under the regulations of the Federal Garnishment Law.

Pay Check Stubs/W2/1095-C

Copies of current or previous paychecks, W-2s, and 1095-C (if applicable) may be found at <https://wl.sui-online.com/ADMIA/Login.aspx>. Login is the first 4 letters of your last name followed by the first 3 letters of your first name. Your password will be the last 4 digits of your social security number.

Pay Period

Employees are paid once a month on the 25th. Payment will be made on the last business day that immediately precedes a holiday or weekend on which the pay date falls. A pay date schedule may be found on the school website in the Benefits, Salaries and Insurance Center, under the District, Employee Information tabs.

Special Hourly Pay Rates

- Curriculum - \$25
- Video Creation - \$20
- Interpreter - \$25
- Saturday School - \$25
- Summer Extended School Year - \$25
- Tutoring - \$25
- Coaches Driving a Bus - \$50 per event
- Extended Workday - \$24
- Teacher Quality Committee - \$24

BENEFITS

COBRA/Extended Insurance Coverage

Federal law requires that your group plan allow qualified persons to continue group health coverage after it would otherwise end. For this purpose, the term “group health coverage” includes any medical, dental, vision, and prescription drug benefits that are included in the group health plan. Please contact the payroll department for further information regarding COBRA coverage.

Dental Insurance

Employees who are .50 FTE or more are eligible for dental insurance. Participation in the dental plan is voluntary and 100% employee funded. Employees do not have to be enrolled in the group health plan to participate in the dental plan. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA). An informational booklet regarding dental insurance may be found on the school website in the Benefits, Salaries and Insurance, under the District, Employee Information tabs.

Disability Insurance

Employees who are .50 FTE or more are eligible for long-term disability income at no cost to the employee. Long-term benefits are 60% of the employee’s basic monthly salary, up to \$5,000, less Social Security and IPERS disability benefits, after a qualification period of 120 consecutive calendar days. Benefits are payable until the disability ceases or the employee is eligible for full retirement benefits. An informational booklet regarding disability insurance may be found on the school website in the Benefits, Salaries and Insurance Center, under the District, Employee Information tabs.

Family and Medical Leave (FMLA)

The Family and Medical Leave Act of 1993 provides up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees who have worked at least 1,250 hours for the Adel DeSoto Minburn Community School District during the past 12 months prior to the request are eligible for FMLA leave. All accumulated paid time off will be run concurrently with FMLA. For more information regarding FMLA please contact the payroll specialist and/or go to www.dol.gov.

Flexible Spending Accounts (Pre-tax Benefit Option)

ADM Community School District offers flexible spending accounts that allow full-time and some part-time staff to take pre-tax payroll deductions for various unreimbursed medical and dependent care expenses. Initial enrollment occurs upon hire. Subsequent enrollment would occur during benefit open enrollment. Election changes may occur if the employee can demonstrate a qualifying “life event status change” pursuant to the IRS regulations.

Health Insurance

Employees who are .75 FTE or more are eligible for health insurance as provided by the District’s group health plan. The District pays an amount, determined by the Board, per month for each eligible employee who chooses to enroll. The District shall pay a pro rata amount for each employee who is a .75 FTE up to a 1.0 FTE. The monthly benefit amount may be found on the school website in the Benefits, Salaries and Insurance Center, under the District, Employee Information tabs. A monthly payroll deduction will be made for any excess premium.

Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA). A coverage manual for each of the health plans may be found on the school website in the Benefits, Salaries, and Insurance Center under the District, Employee Information tabs.

- A. For health insurance purposes, the term "Employee" shall mean an employee under contract for .75 FTE or more. For other insurance, the term "Employee" shall mean an employee under contract for .5 FTE or more up to .75 FTE.
- B. Hospital - Surgical - Major Medical Insurance
The District shall pay for medical insurance on full-time employees (prorated for part-time employees). Full-time is defined as 1.0 FTE. Coverage for new employees shall start as of September 1 or the first day of the next month after the date of employment if later in the school year. Coverage shall consist of the employee-selected package from the District's negotiated insurance contract.
- C. The maximum monthly payment by the District for insurance coverage as listed in item B above and item E below shall be determined by the Board annually.
- D. Income Protection Insurance (Long Term Disability Insurance)
The District shall pay the income protection insurance on each .50 FTE or more employees. Coverage for new employees shall start as of September 1 or the first day of the next month after the date of employment if later in the school year. The ceiling is \$100,000.
- E. Life Insurance
The District shall provide a group life insurance benefit of a \$40,000 life insurance policy for each .50 FTE or more employee.

IPERS (Iowa Public Employees Retirement System)

IPERS is a retirement plan established for the sole purpose of providing a retirement plan to public employees in the State of Iowa. All regular full-time and part-time employees are required to enroll in IPERS. Contributions are made by the employee and employer and those rates are set by the Iowa Legislature. Rates may be found on the IPERS website, www.IPERS.org, or by contacting the Payroll Specialist.

Life Insurance

Employees who are .50 FTE up to and including 1.0 FTE receive \$40,000 in life insurance coverage at no cost to the employee. Employees who are .75 FTE or more are eligible for both life and health insurance. Life insurance coverage for eligible employees shall begin on the first of the month following the commencement of employment with the District and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payments, unless otherwise required by the Family and Medical Leave Act. A life insurance booklet may be found on the school website in the Benefits, Salaries, and Insurance Center under the District, Employee Information tabs.

Tax Sheltered Annuity (TSA)

Employees have the opportunity to voluntarily participate in the State of Iowa Retirement Investors' Club (RIC) 403b and/or 457 Program (also known as TSA or Tax-Sheltered Annuity). This is an employer-sponsored voluntary retirement savings program. Your RIC 403b and/or 457 contributions and earnings are available at retirement to supplement your IPERS and Social Security income. You have your choice of:

- 403b and/or 457 Program: Salary reductions in the amount you choose are withheld from your paycheck before state and federal taxes and deposited into your selection of RIC investments.
- 403b and/or 457 Roth: Salary reductions in the amount you choose are withheld from your paycheck after state and federal taxes and deposited into your selection of RIC investments.

For more information contact the Payroll Specialist and/or go to www.das.iowa.govb/ric or call 866-460-4692.

Vision Insurance

Employees who are .50 FTE or more are eligible for vision insurance. Participation in the vision plan is voluntary and 100% employee funded. Employees do not have to be enrolled in the group health plan to participate in the vision plan. A vision discount program is also available if you elect dental coverage. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the

Family and Medical Leave Act (FMLA). Information regarding vision insurance may be found in the Benefits, Salaries, and Insurance Center under the District, Employee Information tabs.

Worker's Compensation (Board Code 402.11)

If an employee is injured at work, school personnel may administer minor or emergency first aid. If possible, the employee or a person acting on the employee's behalf shall follow school procedures (see below for detailed procedures) for reporting the injury immediately and prior to out-of-district medical care. If necessary, a member of the family shall be notified or the employee shall be transported to a medical facility. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible. The school district is not responsible for medical treatment of an injured employee. Each employee shall maintain an up-to-date emergency medical form on file in the building office.

It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

If you are injured while on the job, you must immediately contact your supervisor and/or building office staff. If it is an emergency, call 911. Otherwise, the employee or supervisor should call the EMC OnCall Nurse at 844-322-4668. The EMC OnCall Nurse is a 24/7 days a week, work-injury nurse hotline that allows injured workers to immediately speak with a registered nurse. The nurse will ask what happened and recommend what to do next, whether it is self-care, doctor's office visit, urgent care, or even the emergency room.

Employees are required to visit one of the following facilities if a workplace accident occurs that requires medical attention. If an employee does not use one of the designated facilities, he/she risks having the claim for worker's compensation benefits or medical benefits denied.

Clinics -

1. MercyOne Family Medicine Clinic
1120 Greene St
Adel, IA 50003
2. UnityPoint Occupational Medicine
6000 University Ave, Ste. 124
West Des Moines, IA 50266
3. UnityPoint Urgent Care – Lakeview
6000 University Ave, Ste. 101
West Des Moines, IA 50266

Hospital –

1. Methodist West Hospital Emergency Department
1660 60th St
West Des Moines, IA 50266

Employees are required to follow up with their supervisor and the Payroll Specialist after each medical visit and provide a copy of the patient status report. No employee will be allowed to return to work without a written release from the physician.

MISCELLANEOUS

Activity Passes (Board Code 402.17 in part)

Employees are encouraged to attend athletic, musical and dramatic events, and other school activities in order to obtain a comprehensive view of student accomplishments and to encourage students in their efforts. All employees of the District, whether full-time or part-time, will be issued a Staff Activity Pass good for the admission of the staff member listed on the pass to any ADM event. Staff passes shall cover only regular school activities held within the District and shall not cover tournaments or special events.

Employees may work to obtain additional single adult activity passes or a family activity pass by assisting at additional events without pay. Use the following link to learn more about working for a pass: [ADM Activities Working For A Pass](#)

Background Checks

Employees will be subject to background checks every five years.

Branding and Logos

The ADM brand and logos have been designed to represent a standard of excellence in academics, athletics, and all other programs valued by the ADM Community School District and to reinforce the core essence of ADM's school pride, accomplishment and spirit.

- All logos have been approved and adopted by the ADM School Board to represent the district and schools.
- So that ADM Community School District can maintain the brand integrity of its identity, it is mandatory that all logos be applied as indicated in the [ADM Internal Use Brand Style Guide](#) and used in ways that support the mission, vision, and values of ADM Schools.

ADM Staff are authorized to use the ADM Community School District logos and brand elements without prior approval from the Director of Communications. However, staff should recognize that any and all use of district brand elements represent the ADM Community School District. Staff should consider carefully if the message associated with the District brand is aligned to the mission, vision, and values of ADM.

ADM Staff should read the [ADM Brand Style Guide](#) prior to using ADM logos or brand elements. Logo and brand element files can be accessed at any time in the "District Information" Google Team Drive. Staff members who have questions about proper or allowed use should contact the ADM Director of Communications with questions.

Changes in personal status

Changes in name, address or telephone number must be reported in writing to the superintendent's office or payroll department as soon as possible after the change. Changes in the number of dependents for tax deductions or other payroll deductions should be requested through the business office payroll department. Appropriate forms must be completed at least two weeks in advance of any change.

Compliance Issues

There are several compliance issues shared by the staff and the district. In cooperation with AEA 11, we are able to offer some of the compliance training online. New employees will be required to complete the required training before hiring. All employees will be required to complete the required training annually.

Maintenance Ticket System

ADM uses the School Dude Maintenance Request Ticket System. The purpose of this system is to give ADM staff an easy way to request and track support from the ADM maintenance and custodial staff. This system is to replace all email communication for maintenance and custodial requests. [Direct Link to ADM's School Dude](#).

Personal Copies

Employees are permitted to make black and white personal copies for a fee of \$0.05 per copy. Staff must obtain approval from the building administrator prior to making personal copies and are required to pay all fees associated with personal copies to the building office. Staff are not permitted to make personal color copies.

Resignation - Early Notice Incentive Program

A certified employee who submits a written resignation by February 15, 2024, to be effective at the end of the current school year.

February 15, 2024: \$1,500

Incentive will be included in his/her June paycheck for the current contract year. The incentive payment will be subject to all legally required deductions.

Written resignation and related information must be submitted in person no later than February 15, 2024, by noon to the Superintendent's office. Resignation letters will not be received by email, U.S. Mail or fax. Employees who make late submissions will not be eligible for the incentive. Once approved, the employee's resignation may not be rescinded.

By accepting an incentive bonus, the employee waives any rights to seek unemployment or file other employment claims against the district. Once the resignation is approved by the Board, all the employee's rights will be terminated on the employee's last contract day of the current school year.

Eligibility for an incentive payment is contingent upon the employee maintaining his or her employment and completing his or her assigned contract work schedule through the effective date of the resignation at the end of the current school year.

This provision cannot be used in conjunction with any other employment separation agreement including an early retirement incentive.

FAQ

Why Implement the Early Resignation Notice Incentive Program?

Early identification of anticipated vacancies allows for an expedited process for filling vacancies at the most opportune times of the hiring season.

Who is eligible for the Early Notice Incentive?

Any certified professional who declares early resignation will be eligible. The program applies to teachers, library media specialists, nurses, and counselors.

How do I declare the early notice of resignation?

Step One: Meet with your building principal about early notice incentive program

Step Two: Submit letter of resignation to Superintendent's office by noon on January 10, 2022

School Mail & Fax Machines

School mail may not be used to distribute advertisements for commercial enterprises, campaign literature for a political candidate or for entirely personal correspondence.

Fax machines are intended for conducting school district business. Fax machines should not be used to communicate indecent language, pictures or symbols or to disparage religion, gender, age, national or ethnic origin or disability. The District reserves the right to read all messages created, received or sent via fax.

Social Media

The Adel DeSoto Minburn Community School District recognizes and encourages the use of social media as an educational and communication tool. The District also recognizes that the lines between educational and personal use of social media can be confusing. In all instances it is important that employees and students conduct themselves in such a way that their educational or personal use of social media does not adversely affect their status with the District. Just as the District encourages the use of social media, the District also encourages employees and students to use good and sound practices when using social media.

The purpose of this policy is to establish protocols for the use of social media by employees as well as to outline expectations for its use. These protocols are in place regardless of whether access to any social media is through a District-owned computer or other electronic device. For purposes of this policy, "social media" is any form of online publication or presence that allows interactive communication, including, but not limited to, social networking websites such as Facebook, YouTube, Twitter, Instagram, or similar sites now or in the future. In addition, personal web pages or blogs, educational networking sites, email, texting, instant messaging, and other electronic communication fall under this policy as well.

Expectations for All Use of Social Media and Other Electronic Communication:

- Employees should understand and abide by the social media site's policies and terms of use.
- Employees should understand that they are personally responsible for the content they post or otherwise publish on social media. Only predetermined staff members are to act as representatives of or spokespersons for the District.
- Employees should not post or otherwise publish content that is deemed defamatory or obscene or which constitutes an incitement to imminent violence or a true threat, or which violates copyright or other intellectual property laws.
- Employees should be careful about the type and amount of personal information they provide on social media.
- Employees should not post or otherwise publish confidential or protected information about the District, its employees, or students. Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation.
- Employees should set and maintain appropriate social networking privacy settings. Be aware that social media sites can change their privacy policies and standards at any time, possibly exposing posts that employees and students believed were private to the public.
- Employees accessing social media or other electronic communication through a District-owned computer or other electronic device or network are subject to applicable laws and District policies and rules regarding acceptable use of such District-owned resources, including, but not limited to, the District's Acceptable Use Policy.
- Employees accessing social media or other electronic communication at school are subject to District policies and rules regarding appropriate conduct. It is important to remember that infractions prohibiting certain types of communication, such as bullying and harassment, also apply to electronic communication. Behavior that is inappropriate in face-to-face interactions with others at school should be considered inappropriate online.
- Employees should carefully consider the pros and cons, potential difficulties, and additional responsibilities that may be involved if they accept current District students as "friends" or "follow" them on social media. Employees are expected to maintain appropriate professional boundaries in their electronic communications with students.
- Employees should consider whether a particular posting on social media or other electronic communication puts their professional reputation and effectiveness as a District employee at risk.
- Employees found to have engaged in inappropriate use of social media or other electronic communication may be subject to disciplinary action by the District, up to and including termination and expulsion.
- Employees should assume that a message or image that is posted or communicated can never be completely deleted and may be searchable long after it was posted.

School Closure & Delays

School may be closed, delayed, or dismissed early due to inclement weather or other emergency situations. Decisions to cancel school are not taken lightly, and any changes to our regular schedule are made by the superintendent after consultation with the director of transportation and other related personnel. ADM's number one priority is ensuring the safety of all students.

ADM uses the SchoolMessenger alert system to directly notify staff and parents of weather and emergency related delay, dismissal, or cancellation decisions. Staff and parents are notified by email, phone, and text message. Messages are also sent to area television stations and displayed on the school website.

Solicitation from the Outside (Board Code 403.10)

Generally, employees should be free from solicitations at their place of employment. No organization or individual may solicit employees or distribute flyers or other materials within school facilities or on school grounds without the approval of the superintendent.

The superintendent may approve campaigns for solicitation on school property. However, no employee shall be required to pledge money.

Teacher Leadership and Compensation

The Adel DeSoto Minburn Community School District applied for and received the grant from the Iowa Department of Education to participate in the Iowa Teacher Leadership System. This Memorandum of Understanding (MOU) is in regard to the Master Contract articles that will be affected by and other issues related to the implementation of the Teacher Leadership System (TLS).

Selection Committee

Membership on the PK-12 Selection Committee will include eight total teachers (two each from building) and six building administrators. The PK-12 Selection Committee will select all positions that operate district wide (e.g. PK-12 Special Education Coach). This committee will split into a PK-5 Selection Committee and a 6-12 Selection Committee to select positions at those respective grade-levels.

The Selection Committee will accept and review applications for a TL position based on the selection process developed by the administrative team. The Selection Committee will make recommendations to the superintendent for appointment. Teachers who are selected must meet all the qualifications contained in the TL grant and contained in the law. If the Selection Committee does not recommend an applicant for any Teacher Leader position, the position may be left unfilled. The Superintendent may accept or reject a recommendation. If a recommendation is rejected, the Selection Committee may make another recommendation.

Selection of Teacher Leaders

The Board will review the Selection Committee and superintendent recommendations and shall appoint teachers to serve in TL positions. If a recommendation is rejected by the Board, the Selection Committee may make another recommendation to the Superintendent.

Assignment of Teacher Leaders

Teachers assigned to TL positions shall retain their regular teaching contracts issued in accordance with Iowa Code Chapter 279 and shall be issued supplemental contracts for one-year assignments relating to their leadership roles. The supplemental contracts shall not be subject to Iowa Code Chapter 279.

The assignment of teachers to TL positions shall not be subject to the transfer procedures contained in the collective bargaining agreement. No employee will be involuntarily assigned a TL position.

Teacher Leaders Returning to Classroom Assignments

Prior to February 1, (8:00am), all TLs must notify the district if they wish to relinquish their TL position and return to a regular teaching position for the school year. If the district is not interested in the Teacher Leader continuing in the Teacher Leader position, the district will notify the Teacher Leader by March 1, by 8:00 am.

Teacher Leaders (coaches) who are not regular full-time teachers will be assigned to a vacant position for which the teacher is certified and qualified. If there is no vacant position for which the TL possesses the necessary certification and endorsements, then the TL will be notified in writing within five (5) calendar days of submitting his/her notice to the district.

If a position becomes available between February 2 and February 27 for which the teacher is certified and qualified to assume, the teacher will be assigned to that position.

If no position becomes available by March 2 and the TL still requests to return to the classroom, then the least senior teacher who is in a position which requires the certification and endorsements possessed by the teacher in the TL position will be subject to transfer or layoff, and the teacher in the TL position will be assigned to that teacher's position.

PLC Leaders and Model Teachers who are subsequently re-assigned or transferred to a new teaching position, will not automatically remain in their TL positions. For example, a model teacher at one elementary who transfers to another elementary, or a middle school teacher transferring to the high school, will not automatically remain in their TL position. Such a Teacher Leader will not be a PLC Leader or Model Teacher unless there is an opening and the TL applies and is selected. This ensures the district has PLC Leaders on all PLC teams and Model Teachers in the right number at each building.

Mentor teacher assignments are also subject to annual review as new staff members are hired who require mentoring.

Teacher Leadership Compensation

The salary supplements received by teachers assigned to TL positions will be as specified in the district's approved Teacher Leadership grant application. The salary supplement is compensation to the teacher in the TL position for the additional hours and contract days of work required of the teacher and the additional responsibilities related to the Teacher Leaders roles.

Hours of Work

Teachers in Teacher Leader positions will work at least the number of hours specified in Article VI and as necessary to perform the duties of their TL position. The expectations of the district are outlined in the job description for each TL position.

Work Year

Teachers in Teacher Leader positions will work the number of days specified in the district's approved Teacher Leadership grant application and as provided by law.

Seniority

Teachers in Teacher Leader positions will be considered members of the bargaining unit and will continue to accrue seniority according to the Negotiated Agreement.

Procedures for Staff Reduction

For purposes of staff reduction, teachers in Teacher Leader positions shall be considered members of the bargaining unit and shall be classified in the pool to which they were assigned at the time of their selection for a TL position. If reduction in force is necessary, the procedures as outlined in the Negotiated Agreement between the Adel DeSoto Minburn Community School District and the Adel DeSoto Minburn Education Association will be followed.

Assessment of Performance

The performance of a teacher in a Teacher Leader position will be subject to evaluation/review by the school district's administration at least annually. Peer feedback may be considered by the evaluator.

Funding for Program

Teacher leadership supplemental foundation aid from the State of Iowa shall be required to sustain the TL program. The Teacher Leader salary will not be included in the salary schedule. Any reduction or elimination of this support will result in a corresponding reduction or elimination of the assignments and compensation in this MOU.

Separation from Teacher Evaluation

This MOU will establish a distinction between the Teacher Leader system and the evaluation process for the performance of teaching duties. Teachers in Teacher Leader positions will not evaluate other teachers.

Adel Desoto Minburn Community School District
Acknowledgement of Receipt of Certified Employee Handbook

Use the link below to complete a Google Form to acknowledge your receipt and agreement to the following statement:

"I hereby acknowledge that it is my responsibility to access the ADM Employee Handbook online, and agree to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document. I understand that regulations, policies and laws are in the "District Board Policies". The Employee Handbook and the Board Policies can be located on the District's website at www.admschools.org. The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in the Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this Handbook does not constitute an employment contract. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation."

- [ADM Certified Handbook Google Form](#)