

This is the 2018-2019 certified staff handbook. The West Burlington Independent School District Board of Education will not make any changes in the handbook during the 2018-2019 school year.

The teachers association will be consulted on the contents of this handbook every year before board approval.

ACADEMIC RESPONSIBILITIES/REPORTING

Conferences

The District will have two scheduled conferences for Grades K-5 and four scheduled conferences for 6-12th grades. Conferences can be a very important part of our academic reporting system. Ideally conferences will be a two-way flow of information whereby the parent and the school personnel can plan together to further the development and education of the student. The building principal will work with the staff to develop an approach to conferences. Staff members are encouraged to schedule conferences with parents on an as needed basis throughout the year.

Grading/Report Cards

The students in Grades 4 through 12 will be given letter grades, Teachers for students in grades 4-12 are to keep their grades using the JMC grade program. Instructions will be provided for the use of the program in a consistent manner by all staff. Utilization of this reporting method by staff in a timely manner will be monitored and recorded. Parents will have web access to their child's grades using the JMC parent access part of our district's student management system. Students in Kindergarten through Grade 3 receive marks or number ratings in regards to various skills or objectives. The individual instructor establishes the criteria for the grades, marks, or ratings that a student receives. These criteria should be explained to the students. Report cards are prepared at the end of each quarter. The report cards For Grade K through Grade 12 students are computerized. The building principal will provide specific instruction and timelines for completion of the report cards.

Parent Communication

Keep parents informed regarding your classroom. Don't wait until a problem arises to contact a parent. You are encouraged to call a parent or send a message that their child has had a great day in school. They are less likely to be critical of you if they feel they know you. Your e-mail address will be made available to your students and parents to encourage open communication. Face-to-face or phone conversations are best. It is our expectation that you make parent contacts. All teachers are responsible for posting lesson plans on JMC information management system.

Testing

The District administers standardized tests and local measurements program to be used in reporting academic progress to the local public as well as to the State of Iowa. The elementary staff has additional reading assessments that are administered as part of the early intervention initiative. The staff should do everything they can to prepare their students to give their best effort in taking these tests. Instructors should teach Iowa Core concepts. The staff also will administer teacher developed assessments as part of the School Improvement Program. The instructional staff will utilize the test results to implement changes in instructional strategies and content. Professional development time will be provided to study data and plan for implementation.

BOARD POLICY

A copy of the West Burlington independent School District Board Policy Manual is located in the staff workroom in each building and is available on the district website. The purpose of the policy manual is to give

a better understanding and interpretation of the District philosophy and it outlines policies and procedures to be followed in the operation of the District. The policies are divided into the following categories:

100	Education Philosophy
200	Board of Directors
300	Administration
400	Staff Personnel
500	Student Personnel
600	Education Program
700	Non-instructional Operation and Business Affairs
800	Buildings and Sites
900	Community Relations

Each member of the staff should know the contents of the policy so that his/her actions are consistent with Board policies.

Equity Coordinator

The affirmative action and equity coordinator for the district is Mr. David Schmitt, West Burlington ISD superintendent.

Harassment/Bullying

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited. School district employees who feel that they have been harassed should refer to policies 104 Anti-Bullying/Harassment, IO4E1 Anti-Bullying/Harassment Complaint Form, 104.E2 Anti-Bullying/Harassment Witness Disclosure Form, and 104.RI Anti-Bullying/Harassment Investigation Procedures in the appendix of this handbook. The process for addressing harassment is clearly outlined. The superintendent or his/her designee is the investigator for employee complaints of harassment. If the superintendent is the alleged harasser or a witness to an incident of harassment the high school principal or elementary principal will be the Investigator. Harassment and bullying of students is covered by the same policy and forms. The investigators for students are different than for staff.

Non Discrimination Policy

The Independent School District of West Burlington does not discriminate on the basis of age, color, national origin, race, religion, marital status, sex, sexual orientation, gender identity or disability, in its educational programs or employment. Inquiries in regards to compliance can be directed to David Schmitt, Superintendent, who serves as the affirmative action and equity coordinator for a local level response or may be directed to state or federal officials at the addresses on page 2 of policy 401.1. Please refer to Board Policy 102-Equal Educational Opportunity, Board Policy 401.1-Educational Employment Opportunity, and Board Policy 500-Objectives for Equal Educational Opportunities for Students in the appendix of this handbook.

BORROWED PROPERTY/LOANED PROPERTY

The equipment owned by the School District is not to be used or borrowed for personal use by school employees or the public. Do not borrow or use equipment from other classrooms or departments for use in another area of the school without permission. If you lend equipment to the District, please be advised that the District cannot be held liable for theft, loss, or damage of this equipment.

BUDGET

The Board Secretary prepares a line item budget and is monitored by the superintendent. The line item budget serves as a plan for the receiving and spending of the District's projected revenue and planning for expenses. The line item budget codes and amounts are to be used in making purchase requests. Budget monies are spent on expenditures needed to improve instruction or enhance student achievement.

BUILDING SECURITY

You should lock your classroom when you are not in your room if it isn't being used by another employee. Before you leave for the day you should make sure all windows in your room are locked and the lights turned off. If you are in the building after hours or during days when school is not in session it is your responsibility to make sure all lights are off and all doors secured. If the custodian is on duty, just secure the area where you have been. Apprise the custodian when you leave the building.

All outside entrances into the buildings will be locked when school is in session.

Security cameras have been installed in the buildings and will record activity in the hallways and exterior areas of the buildings. Security cameras are to be used to maintain order in our buildings and on our grounds. Other uses are prohibited.

CALENDAR

The general calendar is established by the administration with input from the staff and submitted to the Board of Education for their approval. The general calendar establishes the dates school will be in session, in-service/workday dates, school improvement dates and early out dates. It also establishes the beginning and ending dates for each quarter and semester. A calendar of activities including sports events, fine arts activities, awards programs, and student social activities will be maintained on the school website.

CARE OF PROPERTY

Laptops/ Devices

District issued technology will be used properly. Misuse or abuse of district technology will not be tolerated. Consequences ranging from a warning to formal reprimand to termination could occur.

Classroom

Although custodians are hired to do our regular cleaning, it is the teacher's responsibility to help keep their rooms clean and neat. By fire code, storage of items must not reach within 2 feet of the ceiling and the use of extension cords is limited. The use of extension cords needs to be approved by the buildings and grounds supervisor. Electric heaters are not to be used. Class room doors with closers are not to be propped open.

Textbooks

Each teacher should work with students on the proper care of the books. Issue the textbooks by number and hold the student responsible for anything other than normal wear. An inventory of books will be taken at the start of and end of the year.

Equipment

Staff members are responsible for the care of equipment in their possession. Make sure that equipment is properly used and accounted for. If equipment is in need of repair, inform the building principal. An inventory of equipment will be maintained. Please complete all requested information during inventory updating. The disposal of broken equipment should be done through the principal's office so it can be taken off the inventory.

Bulletin Boards

Keep bulletin boards eye appealing. Information should be kept current and outdated materials removed. Do not allow students to post information on the bulletin board without approval.

Posting of Materials of Walls

Use tack material to post material on block or concrete walls. Do not use athletic tape, two sided tape, scotch tape, or duct tape to post materials. Do not post materials on drywall surfaces.

Food, Drink, Gum

Student use of food, drink, and gum should be limited. Staff members should limit their personal use of food, drink, or gum in their own classroom or area of supervision. Any food or beverage use by students must meet the district's Wellness Policy No. 507.9 requirements.

COPIER, FAX, COMPUTER, INTERNET, LAMINATOR USAGE

Copier

Employees will use the copiers and printers with discretion.

Computer/Internet Usage

Each classroom has an Internet connected computer for the staff member to use. The technology coordinator has developed guidelines/policies for computer use. Do not use the computer for personal business. Do not use illegal software or access inappropriate websites. The District does utilize monitoring software that provides a record of usage of inappropriate sites. E-mail should only be used for school business and you are reminded that e-mails are public documents.

Most computers are equipped with a printer. Use the printer for limited copies of the same document. Use the copy machine for multiple copies.

Laminator Usage

There is a laminator in each building. The use of the laminator should be limited to staff or school owned instructional materials and selected school related materials. The laminating of student material needs to be limited. There may be a need to laminate student materials for a special project and permission needs to be granted by the building principal. There should be no laminating of student work to send home to parents as keepsakes other than the special project approved by the principal.

CURRICULUM

West Burlington ISD instructional staff are required to utilize the district-articulated Core Standards.

DRESS AND APPEARANCE

The West Burlington ISD Board of Education believes personal appearance of all staff is a direct reflection of our ideas of professional behavior. All staff members should wear clothes that are neat, clean, and appropriate for his/her job assignment. Administrators will speak directly with staff members who are not meeting professional dress standards.

Staff members are encouraged to participate in activities that promote school spirit by some special mode of dress. Blue jeans would not be considered appropriate attire for most licensed personnel. Jogging outfits or shorts would not be considered appropriate for staff other than the physical education instructors. It is acknowledged that certain activities may call for adjustments in dress. All academic areas are air-conditioned so shorts are not considered appropriate professional dress. There will be one casual day per week and will be called Falcon Spirit day.

EVALUATION

All staff will be evaluated according to the schedule developed for the appropriate employee group. The evaluation of licensed employees will follow the process outlined in this handbook. The evaluation instrument

to be used for the various levels of licensed staff will be reviewed with the staff according to the timelines set in the certified staff handbook.

EXPENSE REIMBURSEMENT

If a school district employee incurs expenses while on school business, they may request reimbursement for those expenses by filling out an expense reimbursement voucher and turning it in to the building principal with prior approval. Use the reimbursement of expense form and provide a brief explanation of the expenditure. Appropriate receipts for the expenditures will need to be turned in with the expense form. Reimbursement for expenses that should have been handled through the purchase order process will be denied unless there was prior approval from the Superintendent or extenuating circumstances that precluded the use of the purchase order process.

FACILITY USE

It is extremely important that facility use be coordinated to avoid conflicts. The District makes the use of its facilities available to the public. Use by school groups takes priority in most cases.

Class Use during School Day

To use a classroom or area of the school other than your assigned classroom or area during the school day, make arrangements with the building principal.

Staff/Student Use Outside School Day

To use a classroom or other area of the school outside the school day, make arrangements with the superintendent's secretary.

Private Use Outside School Day

To use a classroom or other area of the school for non-school meetings or activities, make arrangements with the Superintendent's secretary. You may be required to pay the scheduled facility use fees depending upon the nature of your usage of the facility.

Weight Room

No employee should use the weight room without proper training and another person present. Do not allow your children to use the weight room without qualified supervision.

Gym Use

Employees may use any of the gyms if no one is scheduled to use the gym. This use is for your family members only and your children should never be given access to the gym if you are not in the building with them. If you are having non-staff people playing with you, you will be subject to rental fees and signing a rental contract for insurance purposes.

Auditorium Use

No employee should use the auditorium for personal activities without approval from the Superintendent.

Athletic Practices

Coaches will meet with the building principal and athletic director to establish a gym use schedule prior to the start of each sport season. This schedule should take into account the use of the school gyms for other school activities and the time restrictions for activities on Wednesday night.

Fine Art Practices

Sponsors will meet with the building principal to establish an auditorium use schedule prior to the start of each fine art activity (musical, plays, contest speech, etc.).

Camps

The school facilities may be used for conducting sports camps. The camp operator must carry insurance on each participant. There will be no facility use charge for camps in which the camp operator runs the proceeds through an activity account for expenditures related to the camp operator's sports activities. A facility use fee will be charged for camps run as a for-profit activity.

FAMILY NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 PM. Practices should end by 6:00 PM and all students should be out of the building no later than 6:30 PM. The only exception to this would be a State of conference sponsored game or activity.

FIELD TRIPS

Well-planned field trips which clearly relate to the curriculum are encouraged. If you want to include a field trip as part of your instructional activities, submit a completed field trip request form to the building principal for approval. Upon approval of the field trip, submit a field trip leave form and the appropriate transportation request form.

No student may go on a field trip without written permission from the parent. Parents will be asked to sign a "blanket" permission slip for all field trips within Des Moines County. For field trips outside of the Des Moines County area, a separate permission form will need to be completed for each trip.

Notice should be sent to the parents for all field trips informing them of the itinerary for the trip along with departure and return arrival times, any special clothing or lunch needs, and any costs to the parents for the field trip. For those field trips outside of the Des Moines County area, a permission form needs to be supplied for the parent to complete and return.

Provide a list of students involved to the building secretary and all other staff members impacted by the students being gone at least two days before the trip. Make sure the food service director knows of the trip in advance if the students are going to be gone at lunch time. The school food service can pack a lunch for the students.

Arrange for an appropriate number of chaperones for the field trip. The quantity needed is dependent upon the age level of the students and the activities planned.

Field trips that require out of state or overnight accommodations must have Board approval. These requests must be turned in well in advance so they can be placed on the Board meeting agenda.

FUNDRAISERS

All fundraisers must be approved first by the building principal or athletic director and then by the superintendent. Complete the fundraiser request form before making any commitments for a fundraiser. People get tired of being hit up for school sales. The number of fundraisers approved will be limited to as few as absolutely needed. Every effort should be made to space school fundraisers throughout the school year so multiple fundraisers aren't being conducted at the same time. Staff members should avoid requests for a fundraiser normally held by another school organization. One day sales during the time frame immediately after school such as bake sales, candy sales, sucker sales, etc: only need approval by the building principal. Read board policy on fundraising for more information.

INJURY OR ACCIDENT REPORTS

Student/School Visitor Injury or Accident

A record of each accident or injury must be recorded by the staff member present at the scene of the accident or by the staff member who was responsible for supervision at the time. Accident forms are available from the

building principal's office and care should be taken to complete all requested information in a timely manner. This information is very important for your liability as well as the school's liability.

Employees Injury or Accident

An employee who is injured in the line of duty must complete an injury report within 48 hours of the injury. The form is available from the Board secretary. The injured employee may be eligible for compensation and expenses as are allowable and prescribed by the Workmen's Compensation Laws of the State of Iowa . An injured employee is required to see the district's physician to be eligible for Workman's Compensation benefits.

IN SCHOOL COMMUNICATION

Announcements

Each building will produce and distribute dally announcements. The building principal will establish the procedures for submitting announcements, and the method(s) by which announcements will be distributed.

Email

The building administrators will use this as a primary means of communicating with you. It is your responsibility to make sure you are reading your e-mail. Check your e-mail frequently (At least at the beginning and the end of the day). Cartoons, jokes, prayers, personal want ads, etc. should not be sent to individuals or groups of staff even if there is possible educational relationship to the message. Remember e-mails are public property. The school e-mail system should not be your personal e-mail system.

Mail

The District will transport mail and packages between the buildings for distribution to other staff members.

KEYS

Employees will be issued keys to gain access to the building and areas within the building in order to carry out their contracted duties. The employee will be responsible for all keys in their possession and may be assessed for the loss of any keys. The assessment would include the expense to change the lock cylinder and all new keys required due to this change. Employees should not give their keys to students or non-employees for use. Employees should not have duplicates made for any keys without permission from the Superintendent. Employees may be requested to return their keys over the summer.

LEAVES

For personal, professional or field trip leave requests, the appropriate forms need to be submitted to your building principal. A written professional leave report must be submitted within three (3) days upon return from the professional leave. This written report is not required for SEI Super Conference meetings and AEA meetings or group trainings of leadership teams.

A report of absence form needs to be completed upon the return from any leave except a field trip.

For sick leave due to an appointment, licensed employees should notify their building principal as soon as the appointment is set so a substitute can be arranged if needed.

LESSON PLANS

Lesson plans are an important part of the instructional process. Good lesson plans include the standards and benchmarks addressed, the critical objective(s) or measure(s) for the daily instruction, the instructional approach(es) to be used and the method of assessment. The daily lesson plan should be written in such a manner that a substitute can readily follow them. Lesson plans must be available for the principal or substitute. The building principal will inform the staff of his/her expectations in regards to writing the plans and submitting them to him/her on a weekly basis. A copy should be sent to appropriate special education, at-risk, and Title I staff as requested.

MEDICATION

The dispensing of medication at school must be done by personnel trained in medication administration. Do not dispense medication if you do not have this training. Do not give students aspirin for pain relievers. Students should keep their medicine in the principal's office or the nurse's office.

MONEY HANDLING PROCEDURES

Clubs/Organizations

1. The sponsor(s) will give a receipt to each person giving them money.
2. The sponsor(s) will turn a copy of each receipt into the building secretary along with a total of all money collected.
3. The building secretary writes a receipt for the money which is sent to the superintendent's secretary with the funds.
4. The superintendent's secretary in turn sends the sponsor a receipt for the monies turned in.

Field Trips, School Parties, Book Sale, Resale Items, Etc.

Teachers collecting money for field trips, book sales, resale items, etc. that are accounted through the schools financial accounts will use the same procedures as for club/organizations. Staff members should not keep money in their rooms overnight. Money kept in your room during the day should be kept in a locked file. Reporting and accounting procedures are in place to reflect fiduciary responsibility of all employees.

PUBLIC DISCUSSION/CONFIDENTIALITY

Remember that what you have to say about the School District, fellow employees, and students carries a great deal of weight in your conversation with people in the community. People assume that since you work for the school that you should know what is really happening at the school. It is not good practice to criticize another employee or the school program. If you can't say something positive, don't say anything at all. If you truly are critical of a fellow employee or an educational program, follow appropriate channels in house to voice the criticism in a manner that might lead to improvement.

Employees should remember that they often have information of a confidential nature. Never discuss school problems or students with anyone that shouldn't be privilege to the information.

PUBLIC RELATIONS

Public relations are a critical part of influencing community perception and should be the job of every school employee. The West Burlington ISD publishes a monthly letter that is distributed to all parents and other District stakeholders. Any citizen who requests a copy of the newsletter will receive one. Employees are encouraged to submit items and articles of interest. Your building principal or the superintendent may ask you to write an article. Please abide by the timelines that are established for submitting articles. Employees should make every effort possible to keep the press informed of upcoming events in the classroom or in extracurricular activities that would be worthy of their coverage. Staff will work with the building principal to determine if a particular activity is newsworthy.

All employees are reminded that the community provides them with an opportunity to work and earn their livelihood. You are encouraged to be actively involved in the community. Employees should make every effort to attend school activities and events. Watching students participate outside the classroom setting lets them know you are interested. While it is not possible to (or maybe even desirable) to attend everything, you should attempt to attend some events.

REPORT RESPONSIBILITIES

Licensed employees will have various report responsibilities including, but not limited to, preparation of materials for the Annual Report, School Improvement Progress Reports, Special Needs Program Reports, and

Student Progress reporting. All reports are to be prepared in a timely manner. All reports should be completed in the format requested and should be neat and accurate. All reports should be submitted to the appropriate local staff person in charge or to the appropriate outside agency personnel as indicated in the reporting requirements. Reporting is a professional responsibility all staff share.

REQUISITION/PURCHASE ORDERS

All purchases will be done through the formal purchase order process.

Regular Purchase Requests

The request form for purchases must be completed and turned into the building principal. All requested information must be complete, neat, and accurate. The building principal will review the request and return the request form to the employee. If the request was approved by the principal, the employee may then fill out the purchase order and submit it along with the previously approved request form to the Principal. The building principal will verify the purchase order, initial his/her approval, and submit it to the superintendent for final approval or denial. The purchase order will then be sent to the supplier by the superintendent's secretary. Orders may be submitted to the vendor by mail, in person, by telephone, by fax, or via computer but must have gone through the purchase order process first. In rare instances, you can submit an order to a vendor after getting oral permission from the superintendent.

All items ordered must have a purchase order number and prior approval or the employee will be responsible for the payment due.

Items purchased for resale to the students should be coded to a resale account. If you don't have a resale account and need one, talk to the board secretary.

When you receive your order, the packing slip and any other paper work included should be submitted to the board secretary (general fund) or Superintendent's secretary (activity and nutrition funds) with a note if all items were received in good condition. Missing or damaged items should be reported at once.

RESOLUTION OF PROBLEMS

Should an employee experience a problem or difficulty she/he should first attempt to resolve it with the parent or colleague. If the problem isn't resolved at that level, the employee involves his/her proper supervisor. If the problem is not resolved to the employee's satisfaction, she/he may then discuss it with the superintendent. Difficulties of this nature should be solved in the manner described rather than in a public forum. Positive morale is essential for both the staff and the student body. Therefore, employees will refrain from unkind and malicious criticism of fellow employees or district decisions at any time. An employee hired by the board of education shall be worthy of the trust and confidence of fellow employees. It is imperative that all employees cooperate and work well together. Any employee having a just complaint against a fellow employee should handle it through proper channels. **UNDER NO CIRCUMSTANCES ARE YOU TO GO DIRECTLY TO A BOARD MEMBER WITHOUT FIRST CONSULTING THE BUILDING PRINCIPAL AND SUPERINTENDENT.** A meeting with the Board may be requested through the superintendent after proper channels have been followed.

SAFETY ISSUES

Blood-borne Pathogens

All employees will receive in-service training in the proper methods of handling situations involving blood-borne pathogens. Those in high-risk groups will be provided vaccine. Talk with the school nurse if you have questions about procedures or equipment.

Fire/Tornado Drills

Exit Procedures: Exit routes for tornado and fire drills must be posted in each classroom. Keep these things in mind in a fire or tornado drill.

Safe Workplace

Employees have every right to expect a safe workplace. Inform your building principal of any concerns relating to a safe workplace.

Violence/Safety Plans

The employees must be aware that violence can happen anywhere. The District has developed plans for dealing with emergency and dangerous situations.

SCHOOL Cancellation/DELAY

In the event of inclement weather or another emergency causing school closing, delay, or cancellation the local radio stations will be contacted. We will use KBUR (1490 AM), KGRS (107.3 FM), KKMI (93.5 FM), KDMG (103.1 FM), KCPS (1150 AM), KBKB (1360 AM), AND KBKB (107.7 FM). You can look on-line at KBUR.com or the school web site for these announcements. We will also use Channel 6, KWQC-TV, from the Quad Cities for these announcements. A text message protocol has been developed. Contact the technology director if you'd like to receive text messages for emergency notification.

West Burlington does not cancel or delay the start of school as often as other districts. Staff members who live out of town will need to make arrangements if road conditions make travel difficult. Staff members that feel it unsafe for them to travel can use a personal day or take an unpaid day if needed.

STUDENT/CHILD ABUSE RESPONSIBILITY

Child Abuse

Any certified staff or administrative member who has a reasonable belief that a child enrolled in our schools has suffered abuse by a person responsible for the care of that child, shall observe the following procedures:

1. Contact the Department of Human Services by telephone to make an oral report of suspected abuse within twenty-four (24) hours of the suspected abuse. The local office number is 754-4622.
2. Follow the oral report with a written report within forty-eight (48) hours. The form is available from the building principal's office.
3. Cooperate with the Department of Human Services personnel in conducting the investigation.
4. Maintain a copy of the school employee's written report in the employee's personal file at home for the sole purpose of documenting the fact that the employee reported the suspected abuse. If a written report is received by the employee from the Department of Human Services following the investigation, such report should also be filed with the employee's copy of the suspected abuse report.
5. The employee shall maintain the confidentiality of the report at all stages.

Student Abuse

The District will not tolerate physical abuse, sexual abuse, or harassment of students by a school staff member. If you have any concerns relating to the abuse of students by a fellow staff member, contact one of the Level I Investigator as soon as possible. The level I investigator is the building principal.

A staff member who abuses a student or harasses a student will be subject to administrative action as well as possible legal action.

SUBSTANCE FREE WORKPLACE

The use of tobacco (smoking, chewing, etc.) within the school facilities, in school vehicles, on school equipment, on school property and in private vehicles on school property is prohibited. Employees should refer to Board Policy 905.2. No employee shall 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. Employees should refer to Board Policies 403.6, 403.6E1.

SUBSTITUTES

Substitutes will be contacted by the appropriate building principal or building secretary. If you know in advance that you are going to be absent you are to complete the appropriate leave request form as soon as possible so that a substitute may be contacted. If you are unable to report to work because of illness or a family emergency, contact your building principal by 6:30 AM. Each instructor will be required to have a substitute folder. This folder should contain the following: class lists, seating charts, master schedules, lunch schedules, supervision schedules, classroom rules, attendance forms, discipline forms, evacuation procedures, lesson plans and any other pertinent information which will assist the substitute. Adequate and thorough lesson plans are to be provided for the substitute.

SUPERVISION

Supervision is a constant concern. If you are assigned an area to supervise you must be present. If for any reason you must leave your area of supervision, arrange to have another employee take over. Employees may be found legally liable for injuries to students that occur in cases where the employee is found negligent. Not being present when students under your supervision are playing or working is a good example of such negligence. Students must be supervised at all times. This includes teaching situation and sponsorships. Extra-curricular sponsors and athletic coaches must make sure all students have left before they leave.

TEACHER DAY

Teachers are on duty from 8:00 AM until 4:00 PM except as noted in Master Contract. Part time employees will have a defined workday as stated when the employee is hired or mutually agreed to thereafter. Please do not schedule personal appointments which would interfere with these hours. Staff workdays and in-service days are to be treated like student contact days and should not be used to schedule personal appointments. The administration realizes that it is sometimes necessary to schedule an appointment that conflicts with these duty hours. Sick leave and personal leave can be granted for these absences on a one quarter, half, three quarter, or whole day basis.

Lunch Period

Staff members may leave during their lunch period to take care of personal business with permission from the building principal. These absences should be kept to a minimum.

Late Arrival/Early Leave

With approval of the building administrator you may arrive late or leave early.

Prep Time

Prep time is scheduled as a non-contact time so you may prepare for classes. Staff members will be expected to remain at school during their prep time. Teachers are expected to utilize prep time in a professional manner.

Other Weather Related Late Starts/Early Dismissals

Staff members are to exercise personal judgment in regards to travel. Staff should be in attendance a minimum of 20 minutes prior to the start of classes on a late start and remain until the students have all left on an early dismissal.

Phone usage

Personal calls should be limited to break time or personal time.

Cell phone usage, either sending or receiving calls, is not acceptable except during break time or preparation time. An exception can be granted by the building principal if the employee talks to the building administrator. This is to be done if the employee knows there is a potential emergency situation.

TRANSPORTATION REQUEST

Travel By Employees

If you will be going out of town to a conference you can drive your own vehicle and receive reimbursement for mileage (current rate is \$.45 per mile) or you can request to use a school vehicle. If one is available, it will be provided for your use. If more than one employee is attending the same conference or meeting, make your travel arrangements together as only one person will be paid mileage in most situations. The district prefers providing a vehicle over paying mileage.

Travel By Employees And Students

If you will be taking students anywhere for which transportation is needed, you will need to submit a bus request form. Limit the number of students to the amount of passengers you can get into a van (6 or 7 plus driver depending upon the van). If you need to transport equipment that will not fit in the cargo hold on the bus, request the use of the school pick up and/or van by contacting the Transportation Director.

TRAVEL ACCOMMODATIONS

Lodging

After you have received approval to attend a conference or meeting in which lodging is needed, make your lodging reservations. The building principal must approve this expenditure before reservations are completed. Ask the hotel/motel if they will accept a purchase order and direct bill the school. Most places will direct bill a school. If more than one person is attending, make your lodging arrangements together. The District will only pay for the smallest number of rooms needed to accommodate your group based on two (2) to a room. Look for alternate housing close to the conference or meeting that is less costly. All overnight stays will be preapproved.

Meals

The District will reimburse you for meals when you are gone overnight. \$30 a day will be the maximum amount reimbursed unless other arrangements have been made with the superintendent. Try to use common sense in selecting meals so that expenses are reasonable. Do not turn liquor charges in to the school as part of your reimbursement request. All meal requests should be discussed with your immediate supervisor beforehand.

WELLNESS

Wellness Program The district's medical insurance carrier has a wellness screening that it provides free of charge. Everyone that is insured through the school insurance is encouraged to participate in this screening when it is held at our school.

Employee Assistance Program

Our medical insurance carrier provides an employee assistance program for those insured through the school insurance.

TRANSFER PROCEDURES

A transfer is the movement of an employee to a different position.

Procedures for a Vacancy for the Following School Year (Prior to July 1st): The Superintendent will post in all buildings, including the District office, a notice of the vacancy with a statement of required certification. Such notice shall be posted for ten (10) days or until July 1st, whichever is the shorter period of time, to allow an employee the opportunity to apply for the opening. No such request shall be denied arbitrarily, capriciously, or without basis in fact. If more than one employee with proper certification

applies for the same vacancy, the determination of which employee, if any, is granted the transfer shall be made by the school district. The vacancy left after completing all transfers or after July 1st will be filled at the Board's discretion.

INVOLUNTARY TRANSFER: An involuntary transfer is a transfer of an employee that is initiated by administrative action. Notice of involuntary transfer shall be given in writing to the affected employee as soon as practical. Every attempt will be made to make this assignment by July 1st and to not make this public knowledge until the employee is notified.

West Burlington ISD Teacher Evaluation Process 2018-2019 School Year

West Burlington Independent School District hires the best teachers to support our students and our district mission. WBISD strives to help all of our staff improve professionally and provide quality instruction every day. WBISD views instructional time as a highly valued resource. We believe that professional growth is a collaborative effort between staff and administration. The following evaluation process is designed to support teaching staff in growing as professional educators.

All teachers new to the district will be considered probationary and formally observed two times in the first year. After one year, new teachers who are considered career teachers in the state of Iowa will be considered for non-probationary status with a district option of continuing probation. Second year probationary teachers will be formally evaluated two times during the second year. Third year probationary teachers will be formally evaluated two times during the third year. Probationary status is three years for non-career teachers unless mutually agreed upon by the teacher and administration. Probationary status for career teachers new to the school district will be two years unless mutually agreed upon by the teacher and administration.

All career teachers will be formally observed at least once during a three year cycle.

Definitions:

Probationary teacher – A teacher new to the profession, a career teacher in the state of Iowa and new to the school district, a career teacher in another state new to the district, or any career teacher who the district identifies as not meeting all of the teaching standards.

Iowa Teaching Standards – The eight standards as outlined by the Iowa Department of Education:

Standard 1 Demonstrates ability to enhance academic performance and support for implementation of the school district's student achievement goals.

Standard 2 Demonstrates competence in content knowledge appropriate to the teaching position.

Standard 3 Demonstrates competence in planning and preparing for instruction.

Standard 4 Uses strategies to deliver instruction that meets the multiple learning needs of students.

Standard 5 Uses a variety of methods to monitor student learning.

Standard 6 Demonstrates competence in classroom management.

Standard 7 Engages in professional growth.

Standard 8 Fulfills professional responsibilities established by the school district.

Intensive Assistance – A formal procedure in which the teacher and school district identify weakness(es) and collaborate to improve performance. A teacher can be placed on intensive assistance at any time.

Unsuccessful intensive assistance could lead to probation or termination.

Career Teacher --- A teacher who has served three years in Iowa, or has attained career status in another state and has been evaluated to be an effective professional educator.

Process

The building principal(s) will develop a list by August 15th as to who will be formally evaluated that school year. Teachers new to the district, no matter career status, will be formally evaluated two times during the first year.

The building principal(s) will conduct a beginning of the year meeting with those that will be formally observed. The process will be outlined and the evaluation instrument will be provided.

Pre observation Conference: 1. Held at an agreed upon time between evaluator and teacher prior to the formal observation. 2. Discussion will focus around the planned lesson, teaching strategies, teaching standards, and PD techniques utilized. The school district will provide a pre-observation template.

Formal Observation: 1. Will be done on an agreed upon time and place. 2. Will be at least 30 minutes in duration.

Post Observation Conference 1. Will discuss what was in the lesson plan. 2. Will discuss other factors observed. 3. Will be a conversation between teacher and evaluator.

The intention of the post-observation meeting is to assist the teacher in growing toward proficiency in the teaching standards.

The pre-conference, formal observation and post-observation should happen within a 10 school day window.

West Burlington Independent School District will conduct informal observations. These observations can be of any length of time. Informal observation includes any and all things that reflect upon meeting the Iowa Teaching Standards. These may include unannounced classroom observations, walkthroughs, professional behavior in a variety of settings, and any actions related to the teacher's professional obligations.

For the new to the district or probationary teacher observation cycle, the first observation should be completed by November 1st and the second formal observation by March 1st. The career teacher observation cycle includes December 1st as the first deadline and April 1st as the second.

The deadline for the probationary teacher summative cycle conference will be on or by April 30th. The deadline for career teachers will be May 15th. Teachers are responsible for demonstrating proficiency in meeting the eight teaching standards. Portfolios and PLP's are required of all probationary teachers. Career teachers have the option of utilizing a portfolio. All portfolios will be digital.

Teachers can submit a written rebuttal to any of the formative observations or the summative evaluation.

Intensive Assistance: Any teacher can be placed upon intensive assistance at any time. This is a process of collaboration in which a concern(s) is/are expressed with the teacher and a formal written plan is developed and implemented. A time line will be mutually established. At the end of the process a determination will be made by the evaluator to: 1. Place the teacher on career status. 2. Place the teacher on probationary status. 3. Continue intensive assistance. 4. Terminate the teacher's contract.

West Burlington Independent School District emphasizes the evaluation process is used to help teachers grow as professional educators.

REDUCTION OF STAFF PROCEDURES

When the Board determines that staff reduction must take place, the procedures outlined in the following paragraph will be implemented.

Reduction of staff means a decrease in the number of employees (teachers) in a particular program or in total employment of the District.

Given the necessity to maintain the most competent and qualified staff available, the Board will use the following steps in determining which staff member(s) is/are to be reduced :

- First consideration shall be natural attrition, i.e. death, retirement, and resignation in the affected area(s).
- Professional competence, evaluation, extra assignments, and seniority will be the criteria used, in that order, to determine reduction in staff.

If the Board deems that staff reduction is necessary for the following year, written notice shall be given the teacher by certified mail or personal service by April 30th of the current school year together with a statement of honorable dismissal and the reason therefore. The board reserves the right to recall employees who have been reduced in force.

DUES DEDUCTION

The Board agrees to deduct from the pay of each individual employee such dues as the employee shall direct by written authorization signed by the employee and submitted to the Board Secretary.

Any employee may rescind such authorization upon thirty (30) days written notice to the Board Secretary, such notice to be effective at the first (1st) pay period following the expiration of thirty (30) days from the date notice is received by the Board. Unless rescinded, authorization for deduction of dues shall continue for the duration of the employee's contract.

The employee agrees that no demand or claim of any kind may be asserted against the Board by reason of any dues deduction where originally authorized in writing and where no notice of rescission has been received, and the Board shall be held harmless and relieved of any liability whatsoever by reason of said deduction. The Board shall not be responsible for the application, disposition, or accounting of any dues after the same are paid over by the Board to the Association.

INSURANCES: Insurance coverage for the 2018-2019 will be the same coverage as offered in the 2017-2018 school year.

TYPES OF INSURANCE: The Board agrees to provide all employees the following insurance protection:

Health and Major Medical: The health and medical plan will have a one thousand (\$1000) deductible on the single and a two thousand dollar (\$2000) deductible on the family coverage. Each employee shall be covered by this health and major medical plan unless the employee signs a request to be excluded from this coverage. In order to be excluded from coverage the employee must meet the plan's and the district's requirements for exclusion. All employees will adhere to claims reporting and claims requirements as may be imposed by the insurance carrier or the third party administrator.

Benefit Payment Level: The Board will provide payment for the benefits at the following levels:

- **Employees Needing Single Coverage:** The Board will pay an amount equal to the monthly cost of the single premium for the health and major medical plan.
- **Employees Requesting Family Coverage:** The Board will pay an amount equal to the monthly cost of the single premium plus one hundred dollars (\$100) for the health and major medical plan described. Employees newly hired will be offered insurance upon hire.
- **Employees Requesting Exclusion From Coverage:** The Board will provide the employee approved for voluntary exclusion from the health and major medical coverage with a monthly

cash payment equal to 50% of the cost of the single coverage benefit level. This will be settled at the time of hiring.

LIFE INSURANCE: Each employee on a half-time or greater contract will be provided with term life insurance in the amount of ten thousand dollars (\$10,000).

DISABILITY INSURANCE: Each employee on a half-time or greater contract will be covered by a long term disability insurance program that provides coverage of no less than sixty percent (60%) after ninety (90) days.

LENGTH OF COVERAGE: The insurance coverage will be available for twelve (12) consecutive months commencing with September 1 of the employee's contract year.

PLAN DESCRIPTION: Each new employee shall be provided a description of the insurance plan available, including conditions and limits of coverage.

CONTINUATION OF COVERAGE: An employee, absent because of illness or injury, who has exhausted his/her sick leave accrual, will be able to maintain the provided benefits at the level selected through the balance of the contract year. Payment for these benefits will be as per the licensed employee family and medical leave policy (Policy No. 414.3).

Employees under contract on non-paid leave for one (1) month or longer shall have the option to continue on any or all of the above insurance programs by paying the premiums themselves to the Board prior to the first of each month. Employees under contract on disability leave shall have the option to continue any or all of the above insurance programs by paying the premiums themselves to the Board prior to the first of each month. The Board will pay fifty percent (50%) of the premiums for the contracted level of single coverage for those employees on disability leave that had completed at least fifteen (15) years of service with the District prior to going on disability leave. The employee on disability leave will be eligible to continue the health and major medical coverage until age sixty-five or qualification for coverage by Medicare.

EMPLOYEES RETIRING AT AGE SIXTY TWO (62): Employees retiring at age sixty-two (62) or later, shall be allowed to maintain health insurance until age sixty-five (65) by paying the premiums themselves monthly to the Board Secretary.

METHOD OF PAYMENT: Each employee will be paid in twenty four (24) equal installments on the fifth (5th) and twentieth (20th) of the month beginning with the twentieth (20th) of September of each school year. Unless employees shall receive their pay by electronic deposit on regular school days. When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paycheck on the last previous working day. If an employee desires a paper check, they must request it by August 15th.

ASSESSMENTS: A signed contract is considered binding on both the Board and the employee. A release from a contract normally will not be granted after the contract is signed and turned into the Superintendent. An assessment of five hundred dollars (\$500) can be made against an employee for the privilege of being released from a contract prior to or on June 1 preceding the start of the contract. An assessment of one thousand dollars (\$1000) shall be made against an employee for the privilege of being released from a contract after June 1 preceding the start of the contract or during the contract. The Board may waive this assessment.

ASSIGNMENT: The Board reserves the right to decide which extra-curricular activity will be carried out in any school year. The administration reserves the right to decide the assignment of extra-curricular duty. In determining the assignment to a vacant extra-curricular position, preference will be given to the certified staff member if all other factors are considered equal. The rate of compensation for extra-curricular duty is in the master agreement.

Method of Payment: The supplemental salary for extra- curricular duty shall be prorated at the rate of one twenty-fourth (1/24th) of the total compensation for licensed employees and shall be included in the regular bi-monthly pay check. Non –teacher coaches will receive pay during the actual season.

ACTIVITY PASS: Each employee will receive a family activity pass at no cost to the employee. This pass will be good for all athletic events during the school year except for conference or state sponsored tournaments. ALL employees will be expected to take tickets.

UNPAID LEAVE: Unpaid leave will be granted by the superintendent on a per circumstance basis in emergency situations only.