

## BOARD POLICY

A copy of the West Burlington independent School District Board Policy Manual is located in the staff workroom in each building. The purpose of the policy manual is to give a better understanding and interpretation of the District philosophy and an outline of 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 David Schmitt, Superintendent. His office is located at 607 Ramsey in West Burlington and his telephone number is 319/752-8747.

### 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 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. It may be covered under your homeowner's insurance.

#### **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 entrances except the front entrance at the elementary and the front entrance at the junior/senior high school will be locked when school is in session.

Security cameras will record activity in the hallways and exterior areas of the buildings. Staff and students will have a photo ID starting in early fall of this year. Staff will be expected to wear their ID on a lanyard.

#### **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, 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 by the Superintendent's secretary. Communicate with the superintendent's secretary to place an activity on the school activity calendar.

#### **CARE OF PROPERTY**

##### **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.

### 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 severely limited. Staff members should limit their personal use of food, drink, or gum in their own classroom or area of supervision. The building principal will establish the rules for each respective attendance center.

## COPIER, FAX, COMPUTER, INTERNET, LAMINATOR USAGE

### Copier

Staff members should observe copyright laws when using these machines. An employee can use the copiers for personal use at the cost of five cents per copy. Utilize copiers and printers sparingly.

### 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.

### 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.

## DRESS AND APPEARANCE

The West Burlington ISD Board of Education believes personal appearance of all staff is a direct depiction of our ideas of professional, business-like 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. This typically happens on Fridays. Blue jeans would not be considered appropriate attire for most personnel. Jogging outfits or shorts would not be considered appropriate for staff other than custodial staff. It is acknowledged that certain activities may call for adjustments in dress.

## EVALUATION

All staff will be evaluated according to the schedule developed for the appropriate employee group. The evaluation instruments to be used could vary for each job duty or position.

## FACILITY USE

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

### Staff/Student Use of Facilities Outside School Day

To use a classroom or other area of the school outside the school day, make arrangements with the building principal and 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.

## 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 a State or Conference-sponsored game or activity.

## 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 Business Manager. The employee is required to see a district-appointed doctor to receive benefits. 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.

### 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. The announcements may be distributed by e-mail, over the intercom, or by hard copy.

#### Email

The District has an internal e-mail system. The staff is encouraged to use this means to communicate with each other and parents. 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.

### 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

The number and types of leaves available to classified employees are outlined in Board Policy.

#### Sick Leave

A new classified employee has 10 sick leave days the first year. Any days not used are carried over to the next year. The 2nd year the employee gets 11 additional sick leave days. Any days not used are carried over. This repeats with 12 additional days the 3<sup>rd</sup> year, 13 the 4<sup>th</sup> year, 14 the 5<sup>th</sup> year, 15 the 6<sup>th</sup> year and 15 in subsequent years. Unused sick leave days continue to accumulate until the employee has 110 sick leave days.

#### Personal Leave

The classified employee receives 2 days of personal leave each year, these cannot be carried over.

### Family Illness Days

The classified employee has 3 family illness days. They can only be used for spouse, child or step-child, and parent or step-parent. These cannot be carried over.

### Bereavement Leave

The classified employee can be granted paid bereavement leave for a maximum of 3 days in the case of the death of a member of the immediate family.

### Unpaid Leave, Jury Duty, Military Leave, FMLA Leave

The details of these leaves can be found in the Board Policy.

### Holiday Leave and Vacation Time

Full-time 12 month employees are entitled to holiday and vacation leave. Look up the particulars in the Board Policy book.

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

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

### 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. As a profession we can hardly expect school support that is united upon the part of the public if we do not stand together in our efforts directed toward the cause of educating all the children enrolled in the school system. 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 Schools publishes a monthly letter that is distributed to all parents and too many other District patrons that have requested to receive it. 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.

#### RESOLUTION OF PROBLEMS

Should an employee experience a problem or difficulty she/he should first attempt to resolve it by working with the proper supervisor. If the problem is not resolved to the employee's satisfaction, she/he may then discuss it with the Superintendent. The Board of Education would be the final authority in resolving the problem. 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 she/he shall be worthy of the trust and confidence of fellow employees. Since we are primarily involved in helping students develop and get an education, it is imperative that all employees cooperate and work in harmony. 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 or Board Secretary 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. Inform your building principal if there isn't a sign posted so the correct sign can be posted. 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. Refer to Board Policy #503.1 in regards to student assaults.

##### 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.

West Burlington does not cancel or delay the start of school as often as other districts. Staff members who live out of town 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 Investigators as soon as possible. They are:

David Schmitt 319/752-8747

Building Principal     contact them in their respective building.

A staff member who abuses a student or harasses a student will be subject to administrative action as well as possible legal action. See policies 402.3 Abuse Of Students By School District Employees, 402.3E1 Complaint Form, 402.3E2 Investigation Report Form and 402.3R1 Abuse of Students By School District employee Regulations.

## 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 in the appendix. 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, and 403.6R1 in the appendix



## 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 or direct supervisor by 6:30 AM.

## 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.

## Lunch Period

Staff members may leave during their lunch period to take care of personal business only with building principal approval. Employees are entitled to a 25 minute lunch break.

## Late Arrival/Early Leave

On late start days employees will arrival two hours later than a regular day. Discuss this with your immediate supervisor.

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.

## TELEPHONE USE

Personal calls should be limited to break time or personal time. Personal calls should not be made from your room during class time.

Cell phone usage, either sending or receiving calls, is not acceptable except during break time or preparation time. Turn your sound and vibration modes off. An exception can be granted by the building principal if the employee talks to the building administrator if the employee knows there is a potential emergency situation eminent.

## Work Day

Employees are expected to work only the amount of hours described in the letters of employment. Employees are expected to be on time, dressed professionally, and display a positive attitude every day. Additional hours must be approved by the superintendent in advance.