



# Johnston Community School District Employee Handbook

2025-2026

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## Welcome to the Johnston Community School District

In the Johnston Community School District, we look forward to an active partnership between our school staff and families. We believe our employees play a critical role in the education of our students, helping them learn and grow into exceptional young adults. Transparent communication of responsibilities and expectations are critical to building mutual understanding and commitment between all parties. To those ends, we have compiled this booklet as a resource for employees. We have included important policies, procedures, and references that apply to your work.

We encourage employees to contact their immediate supervisor when a question arises. Our district Human Resources office is also just a phone call away for questions and concerns at 515-278-0470. The Human Resources section on the district website gives you access to the latest tools and online forms you may need. To learn more, please visit [www.johnstoncsd.org/departments/human-resources/](http://www.johnstoncsd.org/departments/human-resources/).

We are happy to have you as part of the Johnston team and look forward to your contributions. The Human Resources department, along with your building leadership teams, are here to help you make the most of your position.

My sincere wishes to you for a successful and satisfying educational experience this year in the Johnston Community School District!



Dr. Nikki Roorda  
Superintendent of Schools

## Preface

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. The policies contained in this handbook may be changed or amended at any time with or without notice for many employees. Employees are required to review this handbook annually and certify that they understand their responsibility to comply with District policies, practices and work rules. Violations of this responsibility may constitute cause for disciplinary action.

If a conflict exists between information in this handbook and the board policies or administrative procedures, the board policies and procedures shall govern. If a conflict exists between information in this handbook and a negotiated employee master agreement, the master agreement/contract shall govern. It is the employee's responsibility to refer to district policies, the master agreement/contract, and any other district administrative guidelines.

## Definitions

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

## Mission

We commit all district resources to guide the learning of all students, to graduate as confident learners with character, knowledge, and the skills to excel in any endeavor they pursue.

## Vision

Creating a culture of excellence where students come first.

## Equal Opportunity Employment

### *(Series 400, No. 401.1)*

The Johnston Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

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

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, genetic information or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment and periodically during employment, the school district will perform background checks for all employees as required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.

Advertisements, notices and applications, will contain a statement of the school district's equal employment opportunity and affirmative action policies.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Executive Director of Human Resources, the district's Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Johnston Community School District, 6510 NW 62nd Ave., Johnston, Iowa 50131; or by telephoning 515-278-0470.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669- 6820.  
<http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or (800)-457-4416,  
<http://www.state.ia.us/government/crc/index.html> This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. These procedures are available at 6510 NW 62nd Ave., Johnston, IA 50131. For reports or complaints of sexual harassment outside of the District's Title IX jurisdiction, the District may follow any other applicable policy or procedure to respond to such a report or complaint.

## **Title IX – Discrimination and Harassment Based on Sex Prohibited**

### ***(Series 100, No. 102.1)***

In accordance with Title IX of the Education Amendments Act of 1972, the Johnston Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sex discrimination or sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title IX Coordinator, Chris Billings, Executive Director of School Leadership at 6510 NW 62nd Ave., Johnston, IA 50131, or 515-278-0470, or [chris.billings@johnston.k12.ia.us](mailto:chris.billings@johnston.k12.ia.us).

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

### **Board Policies**

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available in each attendance center and administrative office. Employees are expected to know existing board policies and refer to the policies when necessary. All board policies can be found online at [www.johnstoncsd.org/district/board-of-education/policies/](http://www.johnstoncsd.org/district/board-of-education/policies/).

### **Collective Bargaining**

There are two collective bargaining units within the Johnston Community School District. The comprehensive agreements between the District and the respective units can be found here <https://www.johnstoncsd.org/departments/human-resources/employee-agreements-handbooks/>.



## 2025-2026 School Calendar



### Johnston Community School District 2025-26 Academic Calendar

#### August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### October 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### February 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

#### March 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### April 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6

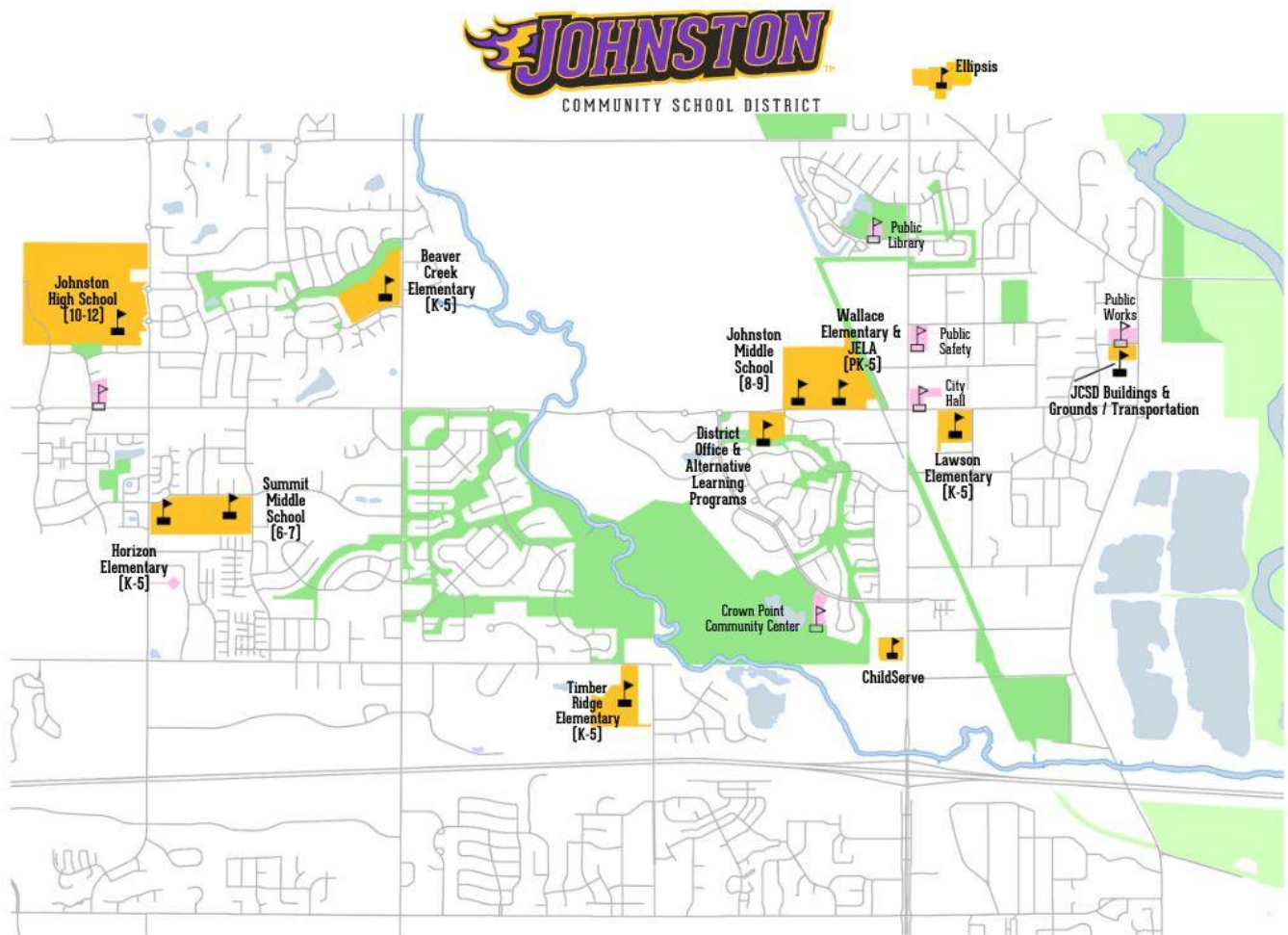
Dates in red denote significant start or end date

<span style="background-color: #800080; color: white; padding: 2px;"> </span>	No School Day
<span style="background-color: #FFD700; color: black; padding: 2px;"> </span>	3 Hour Early Dismissal
<span style="border: 1px solid black; padding: 2px;"> </span>	End of Quarter

<span style="border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	Professional Development/Work Day
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;"> </span>	Parent/Teacher Conferences
<span style="border: 1px solid black; padding: 2px;"> </span>	End of Trimester

Aug. 11-13	New Teacher Orientation
Aug. 14-22	Staff Professional Development Days
Aug. 25	<b>FIRST DAY K-12 —3 Hour Early Dismissal</b>
Aug. 27	NO SCHOOL for Kindergarten
Sept. 1	NO SCHOOL - Labor Day
Sept. 2	<b>FIRST DAY OF PRESCHOOL</b>
Sept. 29	NO SCHOOL - Staff Professional Development
Oct. 13	NO SCHOOL - Fall Break - Columbus Day, Indigenous People's Day
Oct. 24	End of First Quarter
Oct. 27	NO SCHOOL - Staff Professional Development
Nov. 10-21	P/T Conference Appointments Grades 6-12
Nov. 11	K-5 P/T Conferences 4:30-8 pm. JELA No School. PreK conferences 8 am-8 pm
Nov. 13	Grades K-12 P/T Conferences 1:30-5 pm; 5:30-8 pm. 3 Hour Early Dismissal
Nov. 13	JELA No School. PreK Conferences 8 am-8pm
Nov. 13	End of 1st Trimester
Nov. 14	NO SCHOOL - P/T Comp Day
Nov. 26-28	NO SCHOOL - Thanksgiving Break
Dec. 22 - Jan. 1	NO SCHOOL - Winter Break
Jan. 2	NO SCHOOL - Staff Professional Development
Jan. 5	<b>STUDENTS RETURN FROM BREAK</b>
Jan. 16	End of 1st Semester, End of 2nd Quarter
Jan. 19	NO SCHOOL - Martin Luther King Jr Day Service / Staff Professional Development
Feb. 2	NO SCHOOL - Staff Professional Development
Feb. 16	NO SCHOOL - Staff Professional Development (President's Day)
Feb. 23 - March 6	P/T Conference Appointments Grades 6-12
Feb. 27	End of Second Trimester
March 5	Grades K-12 P/T Conferences 1:30-5 pm; 5:30-8 pm. 3 Hour Early Dismissal
March 5	JELA No School; Pre-K Conferences 8am-8pm
March 10	K-5 P/T Conferences 4:30-8 pm. JELA No School; Pre-K Conferences 8 am-8 pm
March 13	NO SCHOOL - P/T Comp Day
March 16-20	NO SCHOOL - Spring Break
Mar. 27	End of 3rd Quarter
Apr. 23	NO SCHOOL - Staff Professional Development
Apr. 24	NO SCHOOL - Break Day
May 25	NO SCHOOL - Memorial Day
May 29	<b>LAST DAY OF SCHOOL</b> End of 2nd Semester, 3rd Trimester & 4th Qtr
June 1-2	Professional Development AM; Work Day PM
June 3	Work Day - Last Contracted Day
June 1 - June 5	Reserved as Potential Make Up Days

## Map of District/School



### Beaver Creek Elementary

Prin: Eric Toot  
AP: Nick Gomez  
AA: Wendy Goodale

### Horizon Elementary

Prin: Tabby Rabenberg  
AP: Char Brown  
AA: Donna Kolb

### Lawson Elementary

Prin: Stephanie Ingle  
AP: Brooke Hakert  
AA: Leesa Boston

### Timber Ridge Elementary

Prin: Raine Mollenbeck  
AP: Ryan Dixon  
AA: Charmaine Alexander

### Wallace Elementary

Prin: Suzie Pearson  
AP: Matthew Todd  
AA: Janet Bucher

### JELA

Dir: Joy Duea Palmer  
AA: Cheryl Henkenius  
Patrick Jackson

### Summit Middle School

Prin: Kaniesha Pettaway  
AP: Amy Eschliman  
AP: Rob Kinney  
AA: Brittni Mann

### Johnston Middle School

Prin: Luke Dillon  
AP: Tron England  
AP: Ben Chadwick  
AA: Cheryl Hudson

### Johnston High School

Prin: Ryan Woods  
AP: Randy Klein  
AP: Kyla Burns  
AP: Cole Van Vark  
AA: Melissa Officer

ChildServe  
Dir: Shawna Shanahan

Ellipsis  
Dir: Adam Busch  
AA: Margaret Hanson

Johnston Therapeutic Program  
Dir: Mary Jane Stites  
AA: Mackenzie Wiedman

Alternative High School  
Assoc Sup: Jill Van Woerkom  
AA: Celia Nelson

## COMPENSATION AND BENEFITS

### Licensed Employee – Compensation and Benefits

An employee required to hold a license, authorization, or certification for his/her position is solely responsible for ensuring its continued validity. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current and valid license, authorization, or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Department of Education. The Educational Examiners office may be contacted by calling 515-281-3245 or by visiting their website, located at <https://educate.iowa.gov/educator-licensure>.

#### **Licensed Employee Salary Schedule (*Series 400, No. 406.1*)**

The board will establish salary schedules for licensed employees' positions keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other factors deemed relevant by the board.

It is the responsibility of the Executive Director of Human Resources to make a recommendation to the board annually regarding the salary schedule. The salary schedule is subject to review and modification through the collective bargaining process.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding wages and salaries of such employees will be followed.

#### **Licensed Employee Salary Schedule and Advancement (*Series 400, No. 406.2*)**

The board will determine which licensed employees will advance on the salary schedule for the licensed employees' positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

It is the responsibility of the Executive Director of Human Resources to make a recommendation to the board for advancement of licensed employees on the salary schedule.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding salary schedule advancement of such employees will be followed.

### **Licensed Employee Continued Education Credit (*Series 400, No. 406.3*)**

Continued education on the part of licensed employees may entitle them to advancement on the salary schedule. Licensed employees who have completed additional hours will be considered for advancement on the salary schedule. The board will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the school district, education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

The requirements stated in the employee handbook and the Master Contract between licensed employees in the certified collective bargaining unit and the board regarding continued education credit of such employees will be followed.

### **Licensed Employee Compensation for Extra Duty (*Series 400, No. 406.4*)**

A licensed employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the licensed employee. The board will establish a salary schedule for extra duty licensed employee positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified licensed employees to volunteer for the extra duty. If no licensed employee volunteers for extra duty, the Executive Director of Human Resources will assign the extra duty positions to qualified licensed employees. The licensed employee will receive compensation for the extra duty required to be performed.

It is the responsibility of the Executive Director of Human Resources to make a recommendation to the board annually as to which licensed employees will have the extra duty, and the salary schedule for extra duty, for the board's review.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the compensation for extra duties of such employees will be followed.

### **Certified Employee Group Benefits (*Series 400, No. 406.5*)**

Certified employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third-party administrator which will provide or administer the program.

Certified employees who work full time per contract agreement based on the measurement method adopted by the board, are eligible to participate in the group health plan. Certified employees who work full time per contract agreement are eligible to participate in dental, vision, life, and long-term disability group insurance plans. Employers should maintain documents regarding eligible employees' acceptance and rejection of coverage.

Upon ceasing employment with the District certified employees and their spouse and dependents may elect to continue coverage on the school district's group health program to the extent allowed by applicable law and to the extent eligible under the plan.

The requirements stated in the employee handbook between employees in the certified collective bargaining unit and the board regarding the group insurance benefits of such employees will be followed.

Those employees not covered by a collective bargaining agreement will have benefits as provided by the Board and detailed in applicable contracts and/or benefit description(s).

### **Licensed Employee Tax Shelter Program (*Series 400, No. 406.6*)**

The Board authorizes the administration to make a payroll deduction for employees' tax-sheltered annuity premiums purchased from a company or program chosen by the board and collective bargaining units.

Licensed employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the Chief Financial Officer or designee.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the tax-sheltered annuities of such employees will be followed.

## **Classified Employee – Compensation and Benefits**

### **Classified Employee Compensation (*Series 400, No. 412.1*)**

The board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the board.

It is the responsibility of the Executive Director of Human Resources to make a recommendation to the board annually regarding the compensation of classified employees.

### **Classified Employee Wage and Overtime Compensation (*Series 400, No. 412.2*)**

Each classified employee who is non-exempt under the federal Fair Labor Standards Act and is compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent or building principals when using allocated building funds.



Each non-exempt employee paid on an hour-by-hour basis is required to use a time clock system to record actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the Chief Financial Officer to maintain wage records.

### **Classified Employee Group Benefits (*Series 400, No. 412.3*)**

Classified employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third-party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), classified employees who work full time per the employee handbook, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Classified employees who work full time per the employee handbook are eligible to participate in health, dental, vision, life, long term care, and long-term disability group insurance plans. Employers should maintain documents regarding eligible employees' acceptance and rejection of coverage. The board will utilize the applicable measurement period to determine whether variable hourly employees qualify for an offer of insurance coverage under the district's group health plan. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Regular part-time classified employees (i.e., employees who work less than full time per the employee handbook) who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time classified employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Upon ceasing employment with the District, classified employees and their spouse and dependents may be allowed to continue coverage of the school district's group health, dental, and vision programs to the extent allowed by applicable law and to the extent eligible under the plan.

The requirements stated in the employee handbook between employees in the classified collective bargaining unit and the board regarding the group insurance benefits of such employees will be followed.

Those employees not covered by a collective bargaining agreement will have benefits as provided by the Board and detailed in applicable benefit description(s).

### **Administrator and Classified Employee Tax Shelter Programs (*Series 400, No 412.4*)**

The board authorizes the administration to make a payroll deduction for administrator and classified employees' tax-sheltered annuity premiums purchased from a company or program chosen by the board.

Administrator and classified employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the Chief Financial Officer or designee.

## **Iowa Public Employee Retirement System (IPERS)**

The Johnston Community School District participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to the employee upon retirement in accordance with a formula based on your age, years of service, and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website located at <https://ipers.org/>.

## **Travel Compensation**

### **Employee Travel Compensation (*Series 700, No. 705.5*)**

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses per Board Regulation 705.5R. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses, and registration costs.

All school personnel are expected to keep in mind that travel, food, and lodging costs are general fund expenditures, and these monies are derived from public taxation. School personnel are expected to exercise prudent judgement in these expenditures. All reimbursements are subject to budgetary constraints of travel and conference budgets.

#### Travel outside the School District

Travel outside of the school district must be pre-approved. Pre-approval shall 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, shall be approved by the Superintendent or designee. Travel outside the school district by the Superintendent shall be approved by the Board President.

Reimbursement for actual and necessary expenses will 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 receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the Chief Financial Officer may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. Failure to have a detailed receipt shall 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 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 shall be limited to the actual cost of the registration. Travel to/from home and work is never a reimbursable travel expense.

#### 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 at the standard mileage rate set by the Internal Revenue Service. It shall be the responsibility of the administrative supervisor to approve travel within the school district by employees. It is the responsibility of the Board to review the travel within the District by the Superintendent/designee 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 district travel allowance shall 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.

The Chief Financial Officer shall be 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 shall 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.

#### 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.

All reimbursement for travel is subject to the provision of Policy 705.5R.

#### **Employee Travel Compensation Regulation (*Series 700, No. 705.5R*)**

All travel should have a travel reimbursement form completed with all documentation attached including proper approvals before being submitted to the Business Office.

The mode of transportation selected for travel shall be at the most reasonable rate and be the most efficient available.



### Meals

Meal expenses will be reimbursed only when incurred with overnight travel for school-related business or business meeting meal expense, Meals within the state will be reimbursed at a rate not to exceed \$40.00 per day. Out-of-state meal reimbursement will be limited to \$65 per day. For travel less than a full day, the daily rates will be pro-rated accordingly. All per diem amounts include tips and detailed receipts must be submitted. Payment is based on actual cost.

### Hotel

While double occupancy is encouraged when feasible and appropriate, single occupancy may be approved in certain situations. The District will reimburse only for the time spent during attendance at the meeting or conference. Hotel receipts and/or bills must be attached to the travel reimbursement form.

### Taxis, Limos, Buses

Usual charges for these services will be reimbursed. Charges over \$15.00 must have a receipt attached to the reimbursement form.

### Airfare

Travelers must arrange for the most economical airfare available. Receipts and ticket stubs must be attached to the reimbursement form.

### Automobile

The District will reimburse for the authorized use of personal vehicles for District business at the maximum rate allowed by the Internal Revenue Service for the actual number of miles driven.

### Other Authorized Expenses

Rental cars, parking, business telephone and other miscellaneous items will be reimbursed provided proper receipts are attached to the reimbursement form.

### Unauthorized Expenses

Personal items such as alcoholic beverages, entertainment, personal telephone calls, laundry or dry cleaning are not authorized expenses and therefore will not be reimbursed.

### Reward Points

Personal mileage points/lodging/or any other type of personal reward should not be received for traveling on district business.

## EMPLOYEE RELATIONS

### Abuse

#### **Abuse of Students by School District Employees (*Series 400, No. 402.3*)**

Physical or sexual abuse of students, including, but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation and timely reporting to all relevant agencies as required by law. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

#### **Child Abuse Reporting (*Series 400, No. 402.2*)**

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, and all school employees 18 years of age or older are mandatory reporters as provided by law and are to report alleged incidents of child abuse as 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.

Within six months of their initial employment, mandatory reporters will complete a training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. Once the training courses have been taken, the certificate

will remain valid for three years. Employees are required to take the training course every three years and prior to the expiration of their certificates.

## **Background Checks**

### **Conducting Background Checks (*Series 400, No. 401.18*)**

The Johnston Community School District is committed to the selection of quality staff and to providing a safe environment for all people in the district. As part of that commitment, the district will obtain a criminal history background check on all new employees and may obtain a criminal history background check and/or public sex offender database check (i.e. Raptor) on any prospective volunteer. Sexual, child abuse, and dependent adult abuse registries will be part of the background checks. The checks will be repeated on a periodic basis, in accordance with law.

It is the responsibility of the Executive Director of Human Resources to develop administrative guidelines and assure this policy is enforced.

### **Current Employee Background Checks**

All district employees are subject to criminal, dependent adult abuse and child abuse checks at least every five years. The background check will be conducted by the school district via a third-party agency.

## **Employee Complaints and Employee Conduct**

### **Employee Complaints (*Series 400, No. 401.4*)**

Complaints of employees against fellow employees should be discussed directly between employees as appropriate for the nature of the complaint. Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons.

If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor. If the matter cannot be resolved within ten (10) working days of speaking with the immediate supervisor, the employee may discuss it with the principal within ten (10) working days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within ten (10) working days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the employee may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

This policy is designed to create an appropriate process for pursuing general employee complaints. However, employees wishing to address a complaint on a topic with a more specialized procedure such as master contract grievances, or bullying or harassment claims should follow the appropriate

process set forth in the master contract, employee handbook or other board policies specific to that topic.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

If there is a more specific procedure relating to a complaint, such as those for allegations of discrimination (including discriminatory harassment), then the complaint shall be processed under that procedure in lieu of this general policy.

For purposes of this policy, “workings days” refers to the established working days of the person(s) referenced in the policy, which could vary between job classifications. Please contact the District Office to verify the working days if you are uncertain.

### **Employee Conduct and Appearance (*Series 400, No. 404*)**

Employees are role models for the students who come in contact with them during and after school hours. The Board recognizes the positive effect employees can have on students in this capacity. To this end, the Board strongly suggests and encourages employees to dress themselves, groom themselves, and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will dress in attire appropriate for their position and aligned with the day’s schedule. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Our school community values a comfortable and collaborative work environment. In day-to-day operations, the Board encourages casual dress to promote an atmosphere conducive to productivity and learning. Business casual dress is encouraged on days that require more professional attire such as parent/teacher conferences, participating on an interview panel, and other public interactions and meetings. This blend allows for a balanced and inclusive atmosphere fostering both a sense of community and the high standards of the district. Employees required to wear a uniform, personal protective equipment, or other job-specific clothing and/or gear must do so during working hours while on duty.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

### **Employee Conduct Violations**

The Johnston Community School District has expectations for the behavior of all staff. Employees need to be aware of all Board policies and other District procedures applicable to employee conduct. Most staff-related policies can be found in the 400 series of the Board Policy Manual available on the District website. Each year you are asked to acknowledge that you understand your responsibility to comply with policies related to employee conduct. It is your responsibility to

understand and comply with policies in this handbook, any applicable appendix, those in the Board Policy Manual, and any that may appear in your respective Master Contract.

The following items are examples of employee conduct violations and corrective action/disciplinary solutions that can be administered. This list should not be considered a complete listing.

The penalty categories for violations are intended to be the penalties for the normal type of violations having normal consequences. The District may take more severe corrective/disciplinary action where a violation has serious consequences. Conversely, the District may take less severe corrective/disciplinary action when there are less serious consequences. The District will report offenses to the Iowa Board of Educational Examiners as required by law. Staff should be aware that certain offenses may result in licensure suspension or termination.

Offenses that may result in corrective/disciplinary action include but are not limited to the following:

- Careless, negligent, or improper use of property
- Failure to enforce District policy, rules and/or administrative regulations
- Failure to fully cooperate or provide truthful information in a District investigation
- Failure to fully cooperate or provide truthful information to an administrator and/or supervisor as part of an inquiry
- Failure to maintain records as required by law, District policy and administrative regulations
- Failure to maintain satisfactory and harmonious working relationships with the public, other employees, students, and/or parents/guardians.
- Failure to report to work without notification for a period of one or two days
- Failure to complete required training by the established deadline.
- Foul and abusive language
- Gambling in District facilities or on District property
- Inefficiency, incompetence, or negligence in the performance of duties
- Insubordination, intentional disregarding of instructions or refusal to perform task assigned
- Soliciting, distributing, circulating, posting, or removing literature, notices or signs or collecting contributions on District property without prior approval of the employee's supervisor
- Smoking, using tobacco and/or e-cigarettes (vaping) on District property
- Sleeping on the job
- Tardiness
- Unauthorized or improper use of any type of leave of absence reason including leaving the work assignment without authorization or just cause
- Unauthorized use of District equipment, property and/or resources
- Unauthorized use of District e-mail, internet and/or network
- Uncivil conduct
- Use of unapproved learning materials that are inappropriate for student consumption

Offenses that may result in unpaid suspension or immediate discharge include, but are not limited to the following:

- Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization
- Conviction of a felony charged by court of proper jurisdiction, provided the felony is relevant to the position
- Failure or inability to complete a required training program that is part of a job assignment.
- Failure to obtain or maintain a current license or certificate required by law or organizational standards as a condition of employment
- Failure to report to work without notifying a supervisor of an appropriate reason for a period of three consecutive work days
- Falsification, fraud, or omission of information in applying for a position or in completing job responsibilities
- Falsifying reported time cards or inappropriately altering payroll and/or leave of absence information
- Gross insubordination
- Gross misconduct unbecoming of an employee.
- Indecent conduct or inappropriate conduct of a sexual nature
- Intentionally releasing confidential information without proper authority
- Interference in a District investigation or the intentional frustrating of District purposes and goals
- Possession of alcohol and/or controlled substance on District property
- Reporting to work under the influence of alcohol or a controlled substance by admission of the employee or as verified by medical authorities
- Retaliation
- Refusal to work
- Theft
- Threatening, intimidating, coercing or fighting on District premises at any time
- Unauthorized possession of weapons on District property
- Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit
- Violation of, or failure to comply with, an executive order or published rules and regulations of the District, i.e., Chapter 102 (student abuse), Chapter 103 (seclusion and restraint), discrimination, hostile work environment harassment, sexual harassment, etc.

### **Employee Conflict of Interest (*Series 400, No 401.2*)**

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.

It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

(1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members 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 who is employed by the school district.

(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 school 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 during which the employee performs service or work for the school district.

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

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 is the responsibility of each employee to be aware of and to inform their supervisor of a potential conflict of interest should it arise, and to take the necessary action to eliminate it.

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

### **Employee Expression (*Series 400, No 401.10*)**

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees will comply with Iowa law to the extent that compliance does not infringe on employees' free speech rights.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

### **Insubordination**

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



School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.

### **Licensed Employee Workday (*Series 400, No 405.5*)**

Licensed employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must leave the school building during the work day.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes are reported to the Executive Director of Human Resources.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits licensed employees from working additional hours outside the work day.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding work day of such employees will be followed.

### **Mandatory Cooperation in Workplace Investigations**

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. It shall be considered a violation of employee conduct to refuse to participate, interfere with an investigation, and/or provide untruthful information (by lying or purposeful omission of facts) as part of an investigation.

### **Notification of Arrest, Criminal Charges, or Child Abuse Complaints (*Series 400, No. 401.17*)**

Employees of the Johnston Community School District must notify the Department of Human Resources of the Johnston Community School District of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to the Department of Human Resources should occur within three (3) business days of notification to the employee. Except for employees whose duties require possession of a Commercial Driver's License, simple misdemeanors do not need to be reported by employees unless reasonably related to employment at the District.

Employees must notify the Department of Human Resources of any child abuse complaints filed against them. Employees must notify the Department of Human Resources regarding the findings in any complaint against them alleging child abuse. Notification of the Department of Human Resources of any complaints and findings should occur within three (3) business days of notification to employee.

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

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

### **Retaliation**

The district prohibits retaliation against an individual, who, in good faith, files a complaint, or assists or participates in a complaint investigation, or opposes language or conduct that violated District policies. Any individual engaged in retaliation in connection with a complaint may be subject to corrective/disciplinary action.

### **Theft**

All thefts should be reported immediately to a principal or immediate supervisor. Any employee found to be involved in theft (including theft of time by falsifying time records and/or taking more break time than allowed) of the district's or another person's property will result in appropriate discipline, up to and including termination.

## **Employee Evaluation**

### **Classified Employee Evaluation (*Series 400, 411.7*)**

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent or designee. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It is the responsibility of the Executive Director of Human Resources to ensure classified employees are formally evaluated regularly based upon the established evaluation schedule. New and probationary classified employees are formally evaluated at least once per year.

### **Licensed Employee Evaluation (*Series 400, No. 405.8*)**

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

The formal evaluation criteria is identified within the Danielson Framework. The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss performance and the future areas of growth. The formal evaluation is completed by the evaluator, electronically acknowledged by the licensed employee, and stored in the evaluation system. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

It is the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees are evaluated at least twice each year.

The requirements stated in the employee handbook between employees in that certified collective bargaining unit and the board regarding evaluation of such employees will be followed.

## **Employee Records and Searches**

### **Employee Records (*Series 400, No. 401.5*)**

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

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the Executive Director of Human Resources and the employee. The school district may charge a reasonable fee for each copy made. Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

The Executive Director of Human Resources shall not be required to preserve personnel records permanently, but is authorized, after securing some alternate method of storage, to destroy any personnel records that have been in the Executive Director's custody for ten (10) years after termination of employment with the district. A properly authenticated reproduction of any record meets the same legal requirements as the original record.

Personnel records of individuals who apply for a position in the district will be kept on file for three years.

### Employee Record Retention

All employee records, except payroll and salary records, are maintained ten (10) years after termination of employment with the district. Applicant records are maintained for a minimum of three years after the position was filled. Payroll and salary records are maintained for a minimum of five years after payment.

It is the responsibility of the Executive Director of Human Resources to keep employees' personnel files current. Employee records requests should be submitted to the board secretary or their designee as the custodian of district records.

It is the responsibility of the Executive Director of Human Resources to develop administrative regulations for the implementation of this policy.

### **Employee Searches**

Employees have no expectation of privacy in their classrooms, desks, filing cabinets, lockers, computers or any other school district provided space, technology or equipment. The school district may search these items or locations at any time without notice. If the school district conducts an examination or inspection of school district provided space, technology, or equipment, there will be at least two individuals present at the time of the examination or inspection whenever practicable.

In addition to paper files maintained by employees, any electronic file located on school district issued technology, whether physically stored on the device or on a remote server, should be considered a public record open to public inspection. Determinations about whether information may be withheld as confidential are made on a case-by-case basis when public record requests are received. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

## **Employee Recruitment, Selection, and Orientation**

### **Classified Employee – Qualifications, Recruitment, Selection (*Series 400, No. 411.2*)**

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for classified employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All job openings shall be submitted to Iowa Workforce Development for posting on IowaWORKS.gov, the online state job posting system. Additional announcements of the position may occur through means the Executive Director of Human Resources believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

The Executive Director of Human Resources will recommend employment of classified employees to the board for approval. The superintendent or designee, however, will have the authority to employ a classified employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

### **Licensed Employee Qualifications, Recruitment, Selection (*Series 400, No. 405.2*)**

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for certified positions in the school district without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. There is a grievance procedure for processing complaints of discrimination in the school district's employment practices. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 6510 NW 62<sup>nd</sup> Avenue, Johnston, IA 50131 or via phone at 515-278-0470 or by email at [humanresources@johnston.k12.ia.us](mailto:humanresources@johnston.k12.ia.us). Job applicants for certified positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

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

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

The requirements stated in the employee handbook and the Master Contract between employees in the certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees will be followed.

### **New Employee Orientation**

All new employees will participate in an orientation program at the start of their employment. As part of the program, payroll procedures and employee benefit programs and accompanying forms

will be explained to the employee by representatives of the District's Department of Human Resources and/or Department of Business Services. The employee's immediate supervisor(s) and/or designee will provide the new employee with a review of the employee's responsibilities, duties, and expectations as part of the onboarding experience.

New to the District employees may be required to participate in pre-service days prior to beginning of the school year.

## **Social Media and Technology (Acceptable Use)**

### **Social Media Responsibility (*Series 400, No. 401.14*)**

The Johnston Community School District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees' use of social media forms, including social networking websites, personal web pages or blogs, and electronic messaging are subject to the normal requirements of legal and ethical behavior within the District community. Employees should be guided by applicable laws, District policies, and sound professional judgment when using social media.

Staff may participate in educational networking sites. Educational networking sites should be used by educators as teaching tools and for professional development. Staff will be allowed to access district approved social networking and media sharing websites on district-owned devices and only use those approved for academic/classroom use.

The Board directs the Director of Communications to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide staff use. In general, staff members are expected to communicate in a professional manner consistent with laws governing the behavior of school staff members, including but not limited to federal laws governing copyrights.

This policy and the related administrative procedures shall cover all forms of social media, now or hereafter existing, not just those which may be specifically listed.

### **Administrative Regulation Social Media Responsibility (*Series 400, No. 401.14R1*)**

#### **District Professional Use of Social Media**

An employee using social media in his or her professional capacity as an employee of the District and/or pursuant to his or her official duties should be honest about whom he or she is, and be thoughtful and respectful when submitting or posting messages. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If you are participating on a social networking website, web page, and/or blog for District related business, you may do so on District approved sites and only for academic/professional use. The Director of Communications must give approval.

- If you are participating on a social networking website, tool, app, web page, and/or blog for a District-related athletic team, activity, or classroom, you may do so on District approved sites. The Director of Communications must give approval. The account set up, username, and password will be kept by the communications department.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a District employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at the District.
- Remember, your social networking site is an extension of your personality, and therefore an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the classroom wall, it is inappropriate to put it online.
- Remember that blogs, messaging/chatting, wikis, podcasts, and any online tool are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The “johnston.k12.ia.us” address attached to your name and/or email implies that you are acting on behalf of the District and, as such, you are expected to conduct yourself in a professional manner.
- Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District’s system is subject to being monitored or inspected at any time.
- Do not submit or post confidential information about the District, its students, alumni, or employees. You should assume information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)).
- Before posting photographs, audio and video, permission should be sought from the participants to ensure compliance with the district’s media permissions procedures.
- Keep in mind that, by their very nature, social media such as social networking websites/tools, web pages, messaging/chatting, blogs, and micro-blogging are not truly private. To minimize unintended disclosure of information, you should set and maintain your social networking privacy settings at the most restrictive level.
- When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Proofread content before you submit or post messages. Remember that you are writing for publication, even if it is just for a social networking site. Refrain from making unsubstantiated statements and avoid careless comments, such as ‘research shows’ unless you also provide full citation of the research.

### Personal Use of Social Media

The District recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right to speak out on matters of public concern. However, the District also has the right to respond to an employee’s use of social media in other circumstances, such as when the personal use of social media interferes with the employee’s ability

to perform his or her duties or affects the District's efforts to provide educational services. Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their position with the District. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If you are participating on a social networking website/tools, web pages, messaging/chatting, and/or blog for personal use, you may identify yourself as an employee of the District. However, you must state that you are expressing your own opinion, not that of the District. You will be held fully responsible for your activities.
- If you identify yourself as a District employee, remember that your actions will reflect not only on you but the District as well.
- Never pretend to be someone else and submit or post information concerning the District.
- Do not use the District's school logo or mascots, photographs, or any other such graphic representations or images, or link any personal page on a social networking website or other personal web page to any District website or material.
- If you submit or post information or comments that are not related to the District, your activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs or information which violates federal or state law and regulations and/or District policies and rules.
- Keep in mind that you do not have control of what others submit or post on social networking websites and other micro-blogs; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.
- Employees must maintain professional relationships with current students enrolled in the District. It is inappropriate for District employees to communicate with current students enrolled in the District through social media, such as through electronic messaging or any other social networking websites. This includes becoming "friends" on such sites or otherwise allowing students to access your site page to communicate. You should refrain from engaging in social interaction with current students enrolled in the district through personal pages on social networking websites and other personal web pages or personal electronic messaging.
- Employees may use academic/classroom web pages and social networking tools that are approved by the District and used solely for school-related purposes. You should notify parents of your intention to use this media to communicate with students and the intended purpose of such communications. All legal and ethical expectations for appropriate employee/student relationships must be followed.
- You should refrain from providing your personal contact information to students currently enrolled in the District. You should only provide your official District email address and/or District telephone number as a way to communicate with students or parents regarding District business.
- During the workday, you should refrain from participating on any personal social media.



- District equipment should not be used for personal media access/use, whether on or off campus.

### Disclaimers

- Any statement of personal belief found on electronic networks or services is implicitly understood to be representative of the author's individual point of view, and not that of Johnston Community School District, the Board of Education, its administrators, teachers, staff or the participating school.
- Classroom web sites and blogs do not require a disclaimer, but teachers are expected to moderate content contributed by students.

### Copyright and Fair Use

- Respect and abide by copyright and fair use guidelines.
- A hyperlink to outside sources is recommended. Be sure not to plagiarize by giving credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to the Johnston Community School District Instructional Materials Policy.

### Profiles and Identity

- Remember your association and responsibility with the Johnston Community School District. If you identify yourself as a Johnston Community School District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.
- No personal addresses or phone numbers should appear on any school website/social tool.
- Be cautious how you set up your profile, biography, avatar, images, etc.
- When uploading digital pictures or avatars that represent yourself, make sure you select a school-appropriate image. Remember not to use copyrighted images.
- Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if you delete a post. You should assume that a message or image which is posted or communicated can never be completely deleted.
- Use of Johnston, J, and/or dragon images, as part of representing district groups/classroom etc., must be the district-approved logos.

### Social Bookmarking

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to tag or describe the bookmark.

### Electronic Messaging/Chatting

- Johnston Community School District employees are required to get authorization to have instant messaging programs downloaded on their school devices, including instant messaging programs that are available through web interfaces with no download.
- Avatar images and profile information should follow the same guidelines as the above Profiles and Identity section.

### Disciplinary Action

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he or she should consult his or her supervisor.

### **Responsible Technology Use & Social Networking (*Series 700, No.712.1*)**

The Johnston Community School District is committed to making advanced technology available for educational purposes. Acknowledging availability of electronic resources throughout the work place, the Board recognizes that staff, students and volunteers will share ideas, gain information, communicate with others and expand their classroom resources. As staff, students and volunteers connect to digital technologies, the use of new tools and applications brings responsibilities as well as opportunities.

The Board encourages staff, students and volunteers to make responsible use of electronic resources to explore educational topics, conduct research, communicate with others, contact others in the educational community and perform their job responsibilities. The Board anticipates that technology tools will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of best practice by forming partnerships with others across the district, state, nation and around the world.

Staff, students and volunteers must conduct themselves in a manner that does not disrupt the educational process and failure to do so may result in discipline, up to an including student discipline under all relevant and district policies and discharge for employees.

Staff may participate in educational networking sites. Educational networking sites are used by educators as teaching tools and for professional development. Staff will be allowed to access district approved social networking and media sharing websites on district-owned devices and only use those approved for academic/classroom use. (See also Social Media Responsibility Policy (401.14).

Staff, students and volunteers shall only engage in responsible, appropriate, ethical and legal use of the district's technology resources. The Board directs the Superintendent to specify those behaviors that are permitted and those that are not permitted, as well as appropriate procedures to guide staff use. In general, staff members are expected to communicate in a professional manner consistent with laws governing the behavior of school staff members, including but not limited to, federal laws governing copyrights.

This policy and the related administrative procedures shall cover all available district technologies, now or hereafter existing, not just those which may be specifically listed.

The Director of Technology working with appropriate staff shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of computer access privileges.

#### Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees and volunteers shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without prior written consent of the superintendent. Employees and volunteers shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees, students and volunteers shall not use the school district logos, images, iconography, etc. on external web sites unless authorized in advance by school administration. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job duties. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from sharing it on the internet. Employees and volunteers should not connect with students via external web sites without consent of the building level administrator.

Employees and volunteers who wish to connect with students through an Internet-based software application that is not District-approved, must first obtain prior written consent of the building administrator. At all times, no less than two licensed employees must have access to all accounts and interactions on the software application. Employees and volunteers would like to start a social media site for school district sanctioned activities, should obtain prior written consent from the superintendent.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

#### **Administrative Regulation Responsible Technology Use & Social Networking (*Series 700, No.712.1R1*)**

##### Technology Vision

Technology will enhance teaching and learning. To the maximum extent possible, Johnston Community School District will provide a safe and ethical digital environment where our learning

community can develop and reinforce the critical thinking, creative problem solving, communication and collaboration skills needed for life-long learners.

#### Technology Goals, Curriculum/Student Learning

- Provide technology tools to accommodate student needs
- Provide common experiences for all students to use technology
- Provide developmentally appropriate technology integration
- Integrate Technology Literacy essential skills (Iowa Core) into all content areas
- Support Iowa Core content area standards
- Use technology to collect and analyze student performance

#### Professional Tools

The Board expects that all certified staff and administratively designated classified staff will learn to use electronic mail and electronic resources and tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Certified staff and identified classified staff will employ electronic mail at work as a primary tool for district communications. The district relies on this medium to communicate information, and staff will be responsible for checking and reading messages. Other applications may be selected by the district and used as professional tools. Staff is required to use those tools as directed by their position (student information system, grading, online content, websites, collaboration, communication and professional development tools).

Digital information, research, collaboration, communication and creation skills are now fundamental to preparing citizens and future employees of the 21st Century. 21st Century Skills are part of the Iowa Core. The use of electronic digital resources by users must be in support of education and be consistent with the educational objectives of the Johnston Community School District. In order to match digital resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer materials which comply with Board guidelines listed in Board Policy 605.3 that govern the selection of instructional materials. Staff will provide developmentally appropriate guidance to students as they make use of digital resources to conduct research and to support district curriculum.

Staff will use district approved online tools, such as those that host content, assignments, course material, and activities. These include, but are not limited to, online learning environments and classroom webpage tools. Staff use of online tools (e.g. blogging, posting, uploading content, journaling, collaboration, social networking/media, etc.) or any tools that require users to create or have an account need to be approved by the Teaching and Learning Coordinator or designee before such use in the classroom.

The network system of the district is provided for staff to conduct research and communicate with others. Communications over the network are often public in nature and therefore general rules and standards for professional etiquette, behavior and communication will apply. Users should not

expect that files stored on or shared electronically by email or district servers, tools or applications will be private.

Network administrators may review files and communications, with or without notice to users, to maintain system integrity and to ensure that staff members are using the system responsibly. Network supervision and maintenance may require review and inspection of directories, files or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Users should not expect that these files or communications will be private. The district reserves the right to access stored records, examine all system activities and review directories of messages and files to ascertain compliance with network guidelines for acceptable use. In addition, the district may inspect the contents of electronic mail or file directories of a system user and may disclose the contents to others when authorized or required to do so by law, subpoena, policies of the district, or to investigate complaints regarding electronic mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material. All staff assigned an e-mail account must maintain the account by managing files (e.g. reading and deleting messages on a regular basis, archiving and deleting files). The storage of electronic data represents a cost in terms of hardware and software and as such will be allocated to users based on need.

### Digital Citizenship

Digital Citizenship is the responsible use of information and technology. Safe, ethical and legal use of technology is a district and personal responsibility. Users are expected to advocate and practice digital citizenship.

### Johnston Community School District's focus areas:

- Rules of the institution (Responsible Use Agreement)
- Etiquette, standards of conduct, cyberbullying
- Safety, identity and digital footprint
- Legal and ethical behavior
- Digital literacy and security

### Unacceptable ethics and behavior include, but is not limited to, the following:

- Using the district's technology resources or creating, transmitting or receiving any material, information, or software in violation of district policies and regulations and/or federal or state laws and regulations, including material protected by trade secret or copyright guidelines;
- Plagiarizing any material, including audio, text, images, videos;
- Creating, transmitting or receiving threatening, obscene or pornographic material or any material that advocates violence, racism, or discrimination on the basis of race, color, creed, sex, national origin, religion, sexual orientation, gender identity, age or disability;
- Using district equipment or network for commercial activities, product advertisement, political advocacy or political lobbying;

- Viewing, sharing or using any data/information that does not directly relate to users' district position (i.e. Infinite Campus student information, assessment data, etc.);
- Participating in any form of cyber-bullying, including (not limited to) harassment, denigration, flaming, outing, trickery, stalking, impersonation;
- The use of cameras is strictly prohibited in locker rooms and restrooms;
- Capturing video, audio or pictures without the consent of all persons being recorded, their knowledge of the media's intended use, as well as the approval of a staff member;
- Accessing any service that incurs a cost; such cost will be charged to the staff member and sanctions may apply;
- Downloading or uploading large files, printing excessive amounts of material, and wasting resources;
- Streaming video or audio as this takes up excessive network bandwidth;
- Using or attempting to use user names, passwords, folders, or work that belongs to others or to "hack" the district's technology system;
- Subscribing to or using any unauthorized interactive site/application, such as, but not limited to, instant messaging, live journals, blogs, forums, postings, and chat rooms;
- Tampering with equipment, such as but not limited to removing cables, cords, keys or key covers, settings, access, preferences or any other equipment/settings, or tampering with data of another user, or disrupting the operation of the district's technology resources, including but not limited to introduction of computer viruses or worms, or attempting any of the foregoing;
- Use of technology devices that are not the property of Johnston Community Schools without explicit permission of the Director of Technology or designee on district campuses;
- All district equipment must use district network connections, including hardwire and wireless access points; no personal or other access points should be used in the district.
- Applying non-district approved labels/stickers/covers and other items to district devices and cases

### Responsible Use Agreement

The Responsible Use Agreement (RUA) outlines the expectations that users are expected to follow when using district technologies and/or using technologies on the school campuses. In addition to this agreement, users are to abide by any school technology initiative handbook/agreement (e.g. School Digital Learning Environment). The RUA is intended to cover all available technologies, now or hereafter existing, not just those which may be specifically listed. Appropriate forms will be signed, collected and maintained to verify communication of such terms and conditions of use. When such forms are not used, it is still the responsibility of the user to be informed of expectations regarding usage.

### Access to Technology Resources

- The district's technology resources, including but not limited to the district's computers, mobile devices, network and Internet access, are the property of the district. No staff

member shall have any expectation of privacy with respect to any materials in or on the district's technology resources.

- All technologies provided by the district are intended for academic/educational purposes
- Good judgment and common sense should be used and assistance sought, if necessary.
- Access is a privilege and users are expected to practice digital citizenship. Digital citizenship involves responsibilities associated with etiquette, ethics, personal safety, intellectual property and lawful use of technology resources.
- All activity on the network or while using district technologies may be monitored or retained, with or without notice to users.
- If a user violates any provision of district policy or regulation with respect to technology use or any of the Responsible Use Agreement's terms and conditions, the user's technology privileges may be suspended, terminated, restricted, or denied, and appropriate disciplinary action shall be applied.
- Staff members may be responsible for any damage or loss they cause intentionally or by negligence.
- Access to information and data should only pertain to a users' district role. Users should not use their district access to view, share or use information (i.e. Infinite Campus student information, assessment data, etc.).

### Internet Access

Johnston Community School District provides its users with access to the internet and its resources. Access to online content via the network will be filtered in accordance with district policies and regulations and federal regulations, including the Children's Internet Protection Act (CIPA). The compliance filter provides blocks to internet sites that are deemed inappropriate in content, message or intent. Although the filter is continuously updated, it is not a guaranteed security from all inappropriate content.

- Internet access provided by the district is intended for academic/educational purposes. Internet activity of students will be monitored to the extent practicable and records may be retained, with or without notice to users.
- Users must use the district wireless access points; no personal or other access points should be used on district campuses.
- Users may not attempt to use any software, utilities, applications or other means to access internet sites or content blocked by the district filters.
- If a user finds that a blocked site should not be blocked by the filter, a request can be made to the Technology Department. Likewise, if a user feels a site should be blocked, a request can be made.
- Johnston Community School District devices may be used on other wireless networks while off campus.
- While off campus, legal and responsible access to wireless networks is expected (public Wi-Fi, personal Wi-Fi with approval).
- Users are expected to follow the same rules for appropriate behavior and respectful conduct online as with offline appropriate behavior and respectful conduct.

- Employees are representatives of the district at all times and must model appropriate character both on and off the worksite. This applies to material posted with personal devices and on personal websites and/or social media accounts. Posted messages or pictures which diminish the professionalism or discredit the capacity to maintain respect of students and parents may result in disciplinary action up to and including termination if the content posted is found to be disruptive to the educational environment and adversely impacts the employee's ability to effectively serve as a role model or perform his/her job duties for the district. The type of material that would affect an employee's ability to serve as an appropriate role model included but is not limited to, text or depictions involving hate speech, nudity, obscenity, vulgarity, or sexually explicit content. Employee communications with students should be limited as appropriate. If there is any uncertainty, employees should consult their building administrator.

### Applications/Tools

Johnston Community School District will provide users with access to websites and tools that promote communication, collaboration, creation and sharing.

- Users are to use the district-approved applications and tools.
- Users are to use the district tools for academic/educational purposes.
- The applications/tools must be for a specific classroom activity, directed by course/classroom teacher.
- Applications/tools that require an account to be created or used need to be approved by the Teaching and Learning Coordinator or Executive Director of Teaching and Learning or designee prior to use.

### Requests for Online Tools/Sites

The Johnston Community School District understands that 21st century learning is constantly changing technology and that some sites that are currently "blocked" by the District's internet filter may have pedagogical significance for teacher and student use.

- If you would like to request that an online site be accessible to use for teaching and learning, please submit a request via SchoolDude.
- Requests will be reviewed and determination of use will be communicated to staff members.

### Personally Owned Devices

- Personally owned devices are not to be used on campuses to gain access to content blocked by the district filter without district consent.
- The security of personally owned devices is not the district's responsibility.

### Security

Security on all district technology devices and network is a high priority.



- Users who identify a security problem on the network or other technologies are expected to immediately alert district personnel.
- Demonstrating a prohibited activity to other users will be considered inappropriate and may result in loss of privileges.
- Any attempt to harm or destroy data, devices or the network is prohibited.
- Any user identified as a security risk or having a history of problems with other district technology may be denied access.
- All users must understand that information/data performed on/through district equipment/services should not be considered private.
- All users using District owned devices to send or receive personal messages or personal accounts should not consider these private, even when these messages are unrelated to school or work.
- Users are responsible for maintaining a safe environment.
- Users will keep passwords secure and will change passwords when directed by the network administrator for security purposes.
- Any user identified as a security risk or having a history of problems with other computer systems, networks or services may be denied access.

#### Downloads/Streaming Content

- With approval from the district's Director of Technology or designee, users may be able to download file types, such as images, audio or video. For the security of the district's network, such downloads should be from reputable sites and only for academic/educational purposes.
- Streaming video and audio is prohibited during the school day unless directed otherwise by district administrative personnel. Depending on bandwidth availability, downloads and streaming may not be available.
- Devices and content may be monitored, with or without notice to users.
- Users may be asked to delete downloaded content from accounts/devices
- All downloaded content should be obtained from authorized sources by legal practices and methods.

#### Warranties

The district makes no warranties of any kind, whether expressed or implied, for the technology resources and access it is providing, and it shall not be responsible for any damages suffered. This includes loss of or unsecure data delays, non-deliveries, mis-deliveries, or service interruptions caused by any reason, including its own negligence or user errors, omissions or negligence. Use of any information obtained via networks or digital services is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system.

Any statement of personal belief found on electronic networks or services is implicitly understood to be representative of the author's individual point of view, and not that of Johnston Community School District, the Board of Education, its administrators, teachers, staff or the participating school.

The Network Specialist will report inappropriate behaviors to the Director of Technology who will discuss appropriate disciplinary action with the employee's supervisor. Any other reports of inappropriate behavior, violations, or complaints will be routed to the staff member's supervisor, Director of Technology and the Superintendent (or designee) for appropriate action. Violations may result in disciplinary action, which could include restriction or loss of access to the system and employment consequences, up to and including termination. When applicable, law enforcement agencies may be involved.

At the inception of this policy each staff member will be given copies of the board policy RESPONSIBLE TECHNOLOGY USE & SOCIAL NETWORKING REGULATION and sign and date a form acknowledging receipt thereof. Staff will sign and date a form acknowledging receipt of the policy and administrative regulations every year during the contract renewal process. New staff members will acknowledge this policy during the hiring process. The form below is used with student teachers.

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*Note: The Staff Technology Responsible Use Agreement can be found in the online version of this policy. Employees acknowledge their receipt of the policy and administrative regulations through the District's use of the Vector Solutions Training Program.*

## HEALTH AND WELL-BEING

### Administering Medication

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

### Anti-Bullying and Anti-Harassment

#### **Anti-Bullying/Anti-Harassment Policy (Series 100, No. 104)**

The Johnston Community School District is committed to providing all students, employees and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while

away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

The District has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. These procedures are available at 6510 NW 62nd Ave., Johnston, IA 50131. For reports or complaints of sexual harassment outside of the District's Title IX jurisdiction, the District may follow any other applicable policy or procedure to respond to such a report or complaint.

### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **Definitions**

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not

limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

“Volunteer” means an individual who has regular, significant contact with students.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s web site.

All complaints of harassment and bullying against students, except discriminatory harassment, shall be processed pursuant to the complaint procedures for this policy. Complaints of discrimination against students (including discriminatory harassment) shall be processed pursuant to Policy 102. In addition, if there is a more specific procedure relating to a complaint, such as those for disability grievances, then the complaint shall be processed under such procedure.

### **Administrative Regulation Anti-Bullying/Anti-Harassment Investigation Procedures (*Series 100, No. 104.R1*)**

The Johnston Community School District is committed to providing all students employees and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated

vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the associate superintendent or associate superintendent's designee. An alternate will be designated in the event it is claimed that the associate superintendent or associate superintendent's designee committed the alleged discrimination or some other conflict of interest exists. If the Complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify parent or guardian of the student alleged to have been harassed or bullied. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The principal of the building or designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

### **Decision**

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

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

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

### **Appeal**

A student, employee or volunteer who wishes to appeal the finding and/or discipline/consequences imposed as a result of a bullying or harassment investigation shall submit their appeal request, in writing, to the Superintendent within seven (7) calendar days of receipt of the finding and/or discipline/consequence imposed, whichever date is later. An appeal shall be limited to a review by the Superintendent for any procedural violations which materially impacted the investigation or the rights of the parties and an overall evaluation of the reasonableness of the investigation and discipline in light of the facts and circumstances involved. The Superintendent will not conduct a new or independent investigation. The Superintendent shall issue his/her decision within fourteen (14) calendar days of receipt of the appeal. The Superintendent's decision shall be final and this appeal process shall be the sole basis for appeal of any bullying/harassment investigation.

### **Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) is a benefit provided by the Johnston Community School District for all employees and their eligible family members. The EAP provides professional services to assist in addressing life issues that may interfere with an employee's well-being, job performance or health. In addition, the EAP can help employees set and achieve life goals.

EAP professionals help people manage many of life's challenges, including: family or relationship issues, emotional or mental health, work/life balance, substance abuse, personal growth, financial

or legal issues. Eligible family members are those who live in the employee's home and legal dependents who may live elsewhere.

Employees and their eligible family members can call the EAP directly 24 hours a day, 7 days a week at 800.327.4692. Website: [www.efr.org/eap](http://www.efr.org/eap). Visit [www.efr.org/chat](http://www.efr.org/chat) to chat Monday-Friday 8am-5pm.

If you have questions, please contact the Director of SEBMH, Chris Wilson at [cwilson@johnston.k12.ia.us](mailto:cwilson@johnston.k12.ia.us).

## Lactation

The Fair Labor Standards Act (FLSA) requires an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk. The employer is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. The employer must also provide a place, other than a bathroom, for the employee to express breast milk. For additional information, please visit the FLSA Protections to Pump at Work section of the United States Department of Labor website located at <https://www.dol.gov/agencies/whd/pump-at-work>.

## Safety Precautions

### Communicable Diseases – Employees (*Series 400, No 403.3*)

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

Prevention and control of communicable diseases shall be included in the District's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, standard precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees, and record keeping. This plan shall be reviewed annually by the associate superintendent and school nurses.

The health risk to immune-compromised employees shall be determined by their personal physician. The health risk to others in the District environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the District, or public health officials.

Health data of an employee is confidential, and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personnel file.

It is the responsibility of the associate superintendent in conjunction with the school nurses, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

### **Administrative Regulation Universal Precautions (*Series 400, No. 403.3R1*)**

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals; thus, precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

#### Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.

Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

#### Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.



### Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

### Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one-part household bleach to one hundred parts of water (1:100) or other EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

### Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

### Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

For resource reference, please refer to the Iowa Department of Public Health The Center for Acute Disease Epidemiology (CADE).

### **Employee Injury on the Job (*Series 400, No. 403.2*)**

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform the Chief Financial Officer or designee within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It is the responsibility of the Chief Financial Officer or designee to file workers' compensation claims.

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*If you are injured on the job, you should immediately report the injury to your building nurse for assessment and/or medical attention. Contact your supervisor (in charge of your building) as soon as possible.*

#### **Employee Physical Examinations (Series 400, No. 403.1)**

The Johnston Community School District believes good health is important to job performance. JESPA employees and their substitutes shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report.

The cost of the initial examination will be paid by the school district. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be received prior to the performance of duties.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law. The District's transportation provider shall comply with all legal requirements relating to physical examinations of bus drivers.

#### **Hazardous Chemical Disclosure (Series 400, No. 403.4)**

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and

training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent or designee will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It is the responsibility of the superintendent or designee to develop administrative regulations regarding this program.

## **Substance Free Workplace**

### **Substance-Free Workplace (*Series 400, 403.5*)**

It is the policy of the District that the District will maintain a substance-free workplace. Employees will be required to abide by the terms of this policy statement.

No employee engaged in work for the District shall unlawfully manufacture, distribute, dispense, possess, use, and/or be under the influence of in the workplace of, alcohol and/or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal or state law.

"Workplace" is defined as the site for the performance of work done in the capacity as a District employee. That includes a District or a local school building or District or local school premise; a District-owned vehicle or a District-approved vehicle used to transport District personnel to and from District work-related activities; and off-District property during a District-sponsored or District-approved activity, event, or function.

Employees shall notify their supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace as defined above, no later than five days after such conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the District may take appropriate disciplinary action against the employee, up to and including termination of employment, or the District may require the employee to participate successfully in an approved drug abuse assistance or rehabilitation program. If the District requires the employee to participate successfully in an approved drug abuse assistance or rehabilitation program and the employee fails to so, the District will take appropriate disciplinary action against the employee, up to and including termination of employment.

The Executive Director of Human Resources shall be responsible for publication and dissemination of this policy to each employee. In addition, the Executive Director of Human Resources shall oversee the establishment of an annual drug-free awareness program to educate employees about the dangers of drug abuse and make them aware of available drug counseling programs.

It is the responsibility of the Executive Director of Human Resources to develop administrative regulations to implement this policy.

### **Administrative Regulation Substance-Free Workplace (*Series 400, No. 403.5R1*)**

If an employee is suspected of having a substance abuse problem the district will follow these procedures:

1. Identification - the Executive Director of Human Resources will document the evidence the Executive Director of Human Resources has which leads the Executive Director of Human Resources to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the Executive Director of Human Resources will discuss the problem with the employee.
2. Discipline - if, after the discussion with the employee, the Executive Director of Human Resources determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. Failure to participate in referral – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
4. Conviction - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within three days of the conviction.

### **Substance-Free Workplace Notice to Employees (*Series 400, No. 403.5E1*)**

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

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes 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.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free

Workplace policy. If the employee fails to successfully participate in such a program, the employee is subject to discipline up to and including termination.

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

## **LEAVES AND ABSENCES**

### **Absenteeism**

In order to accomplish the goals and mission of the District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their supervisor of all times when they will be absent. If an employee is absent for three consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Leaves of absences without pay are not encouraged. Requests for leave of absence without pay will generally be denied.

Every effort should be made to report an absence as soon as the employee is aware of their need to be absent. This is especially important for employees whose assignment requires a substitute. Oftentimes a greater advanced notice of an absence will lead to a higher probability of the assignment being filled.

Employees shall be responsible for entering their leave of absence requests in the Absence Management system. Hourly (non-exempt) employees are required to take leave in hourly increments. Salaried (exempt) employees are required to take leave in quarter-day increments. Employees shall be responsible for verifying in the Absence Management system, the number of days of leave used and the balance remaining each month, and notify the Human Resources Department if there is a discrepancy.

### **Adoption Leave**

Employees adopting a child may use up to ten (10) personal illness days following the legal adoption of the child. The ten (10) days must be used consecutively.

## Bereavement Leave

Bereavement leave will be granted in the following manner:

Ten (10) paid days of leave per year shall be available to an employee for the death of immediate family members, relatives, and friends. Employees may use a maximum of five (5) days per death or a maximum of ten (10) days for a spouse or child. Unlike other leaves, this leave is not subject to being pro-rated. Supporting detail of relationship to deceased must be provided in “Notes to Administrator” in the Absence Management system. The employer reserves the right to request documentation supporting the leave.

An Employee may use personal/emergency leave attached to bereavement leave in which case the restrictions for personal/emergency leave do not apply. This is in addition to the ten days and may be used to extend the five-day maximum.

The superintendent may grant additional bereavement leave days as circumstances warrant. Such action shall not be precedent setting.

## Family and Medical Leave Act (FMLA)

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the employee’s supervisor and the Human Resources Department. Employees eligible for family and medical leave must comply with the family and medical leave policy and administrative rules prior to starting family and medical leave.

For additional information regarding FMLA, please contact Chris Kinney, Human Resources Specialist, at [chris.kinney@johnston.k12.ia.us](mailto:chris.kinney@johnston.k12.ia.us) or 515-278-0470. More information on FMLA can be found on the United States Department of Labor’s website, located at <https://www.dol.gov/general/topic/benefits-leave/fmla>.

For board policies regarding FMLA leave, please see series 400 nos. 409.3 *Employee Family and Medical Leave*, 409.3E1 *Employee Family and Medical Leave Notice to Employees*, 409.3E2 *Employee Family and Medical Leave Request Form*, 409.3R1 *Employee Family and Medical Leave Regulation*, 409.3R2 *Administrative Regulation Employee Family and Medical Leave Definitions*.

## Illness Leave

### Personal Illness Leave

The school district will provide sick leave for employees in the amounts required by law or as provided by the employee handbook. The employer may request medical proof from an employee absent for more than three consecutive days due to personal illness or injury prior to the employee receiving pay for sick leave. In the case of an absence due to a healthcare appointment, the

employer may request medical proof of attendance at any time prior to the employee receiving pay for personal illness leave.

First year employees to the district may transfer up to 15 days of sick leave from another school district from the previous school year. Documentation on district letterhead of sick leave remaining at the end of the previous school year must be provided to the Human Resources Department within 30 days of the employee's start date.

### **Family Illness Leave**

Employees may use a portion of their personal illness leave to care for immediate family members. Immediate family shall mean parents, stepparents, grandparents, brothers, sisters, spouse, children, grandchildren, stepchildren, father-in-law, mother-in-law, sister-in-law, or brother-in-law of the employee. This leave will be granted in accordance with the terms of this employee handbook. The employer may request medical proof from an employee absent for more than three consecutive days due to immediate family illness or injury prior to the employee receiving pay for family illness leave. In the case of an absence due to a healthcare appointment, the employer may request medical proof of attendance at any time prior to the employee receiving pay for family illness leave. Supporting detail of relationship to family member must be provided in "Notes to Administrator" in the Absence Management system.

### **Jury Duty Leave**

Full-time and regular, part-time employees are eligible to receive jury duty pay. Upon receipt of a jury duty notification, the employee must notify their supervisor and provide a copy of the notification to the Human Resources Department. Employees who are called to report for jury service will notify their supervisor and enter their absence in Absence Management within twenty-four hours after the notice of call to jury duty.. Employees who are dismissed from jury duty before their regular District shift is over will check in with their immediate supervisor within one hour of being released from jury duty. Second and third shift employees may or may not be required to report for duty after jury service.

Employees will receive their regular salary (certified and/or exempt) or their regular hourly pay (classified and/or non-exempt) while serving on jury duty. Payment from the court minus any mileage must be submitted to the Human Resources Department with a copy of the check from the court.

### **Maternity Leave**

An employee giving birth to a child is allowed eight weeks of leave from the date of the birth. This leave shall come from the employee's sick leave. If/when the employee's sick leave is depleted, other applicable paid leave will be utilized before going into an unpaid leave status. Requests for maternity leave shall be submitted in writing to the Human Resources Department as far in

advance as possible. Maternity leave must be taken in accordance with the District's current leave policy and follow FMLA policy and procedures.

### **Military Service Leave**

The board recognizes employees may be called to participate in the armed forces, including the National Guard. If an employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed. The leave is without loss of status and without loss of pay during the first thirty calendar days of the leave. The employee is required to provide a copy of their military orders to the Human Resources Department.

### **Parental Leave**

An employee who is the non-birthing parent is allowed ten (10) days of leave following the birth of their child. This leave shall come from the employee's sick leave. If/when an employee's sick leave is depleted, other applicable paid leave will be utilized before going into an unpaid leave status. Requests for parental leave shall be submitted in writing by the employee to the Human Resources Department as far in advance of the contemplated leave as possible. Parental leave must be taken in accordance with the District's current leave policy and follow FMLA policy and procedures.

### **Political Leave**

The board will provide a leave of absence to employees to run for elective public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The request for leave must be in writing to the Executive Director of Human Resources at least thirty days prior to the starting date of the requested leave.

### **Religious Holiday**

An employee may be granted one (1) day per year to use for observance of a religious holiday that falls on the employee's regularly scheduled work day. This leave will be deducted from an employee's personal/emergency leave or granted as unpaid leave if the employee's personal/emergency leave is depleted.

### **Unpaid Leave**

In rare circumstances, unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the Executive Director of Human Resources.

The Executive Director of Human Resources will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the Director will consider the effect of the employee's absence on the education program and school district operations, length of service,



previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the Director believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, employees will make a written request for unpaid leave at least five (5) working days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the Superintendent. The requirements stated in this handbook between employees in the certified collective bargaining unit and the board will be followed.

Unpaid leave for purposes other than covered by FMLA will also be considered upon the following merits:

- Emergency or unforeseen circumstances that cannot be attended to outside of the employee's regular work hours and/or at another date and time.
- Once-in-a-lifetime opportunity/experience that can only occur at the time requested.

Generally, the following will not be considered as a qualifying reason for the approval of unpaid leave:

- A surprise trip purchased by another person or party.
- At the time of purchasing accommodations, the day(s) requested were not scheduled work days (i.e., make-up days for inclement weather, etc.)
- The cost of travel accommodations in general.
- Travel accommodations purchased prior to making an unpaid leave of absence request.

## **Vacation – Holidays – Personal Leave**

The board will determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for employees. The requirements stated in this employee handbook between employees in bargaining units and the board will be followed. In the absence of a collective bargaining agreement or unit, please refer to Human Resources for your annual leave of absence allotment.

Employees who leave the district from a vacation-eligible position will be compensated for unused, accrued vacation. Accrued vacation will be prorated to the date of separation. If employees leaving the district have used more than their pro-rated vacation total, a deduction will be made from their final pay.

## OTHER DISTRICT PROCEDURES AND GUIDELINES

### Child Labor

The Johnston Community School District complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties, and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit <https://dial.iowa.gov/hearings/wage-and-child-labor/child-labor>.

### Copyright

#### **Use of Information Resources (Copyright) (*Series 600, No. 605.7*)**

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. 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. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the Information Literacy Specialist (Teacher-Librarian) who will also assist employees and students in

obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent/designee, in conjunction with the teacher or teacher librarian, to develop administrative regulations regarding this policy.

## **Employee Discipline**

Employee violations of board policy and work rules may result in discipline, up to and including termination. All employees who do not have a 279.13 teaching contract or 279.24 administrator contracts are considered "at-will" employees and serve at the will of the board. Employees whose employment is terminated will be given the appropriate level of due process as required by law. For a list of examples of employee conduct that could lead to disciplinary action up to and including termination please visit the "Employee Complaints and Employee Conduct" section of this handbook.

## **Employee Publication or Creation of Materials**

### **Licensed Employee Publication or Creation of Materials (*Series 400, 408.2*)**

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

## **Fundraising**

### **Fundraising within the District (*Series 700, No. 704.6*)**

Fundraising can foster a sense of community and pride in the school district through group efforts to accomplish a common goal. The school board believes fundraising campaigns can further the interests of the district. Care must be taken to help ensure fundraising efforts are done properly and safely to benefit the school community. The school board is responsible for approving all district affiliated and student fundraising. Any person or entity acting on behalf of the district and wishing to conduct a fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the board or its designee. Any fundraising efforts conducted using the district's resources, name, logos, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.

#### **District Affiliated Fundraising**

There are times when the school board may decide to engage in district-affiliated fundraising efforts to benefit the school district. All district affiliated fundraising efforts will fulfill a public purpose and will not benefit only one single individual or family, except in unique circumstances pre-approved by the school board. The use of district owned resources to conduct fundraising

efforts will be in accordance with all applicable laws and regulations and other relevant district policies and procedures.

Money or items raised by any district affiliated fundraising campaign will be the property of the district only upon acceptance by the board and will be used only in accordance with the terms for which they were given, as agreed to by the board.

### Student Fundraising

Students may raise funds for school-sponsored events with the permission of the school board. The school board delegates to the Superintendent the authority to approve routine student fundraising as deemed appropriate. Collection boxes for school fund raising must have prior approval from the school board or its designee before being placed on school property. All funds generated from district-sponsored student fundraising will be placed in the district's student activity fund. The Superintendent will develop necessary regulations to ensure the safety and equity of student fundraising efforts.

### Online Fundraising

The use of the district's name, logos, symbols, or imagery for online fundraising will be subject to the approval of the Superintendent. All online fundraising efforts will fulfill a public purpose, and will not benefit only one single individual or family except in unique circumstances pre-approved by the school board. If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

All items and money generated from online fundraising are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

## Limitations to Employment References

School employees shall not assist another co-worker, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the employee knows, or has probable cause to believe, that such co-worker, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Sexual misconduct means physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

## Nepotism

### **Nepotism (*Series 400, No. 401.3*)**

All employment decisions will be made on the basis of applicant's qualifications, credentials and records. The district may employ more than one family member.

No employee will directly supervise an immediate family member. Assignment of immediate family to the same building will be avoided, but is not prohibited, subject to review by the superintendent or designee. "Immediate" family is described as spouse, child, significant other, sibling, ward, parent, son or daughter in-law, comparable relative of a spouse, or cohabitating employees.

## Payroll

### **Payroll Periods (*Series 700, No. 706.1*)**

It shall be the policy of the Board of Education that all contracted personnel of the School District be paid on the nineteenth (19th) day of each month, and all non-contracted personnel (subs) on the last working day of the month. When the paydays fall on or during holidays, vacations or weekends, employees shall receive their paychecks on the last prior working day.

### **Payroll Deductions (*Series 700, No. 706.2*)**

Payroll deductions shall consist of federal income tax withholdings, Iowa income tax withholdings, federal insurance contributions and the Iowa Public Employees' Retirement System (IPERS). In addition, any employee may elect to have payments withheld for, United Way Fund, Johnston Community School Foundation, financial institutions, district related and mutually agreed upon group insurance coverage and/or tax-sheltered annuity programs.

Written requests for the purchase of or a change in tax-sheltered annuities shall be on file in the payroll department thirty (30) days prior to the desired effective date. Requests for reductions in gross wages for contributions to tax-sheltered annuities shall conform to the standards of Internal Revenue Service, and all other governing and regulatory agencies, in effect at the time of the request. Deductions for tax-sheltered annuities may be revoked thirty (30) days after receiving a written request from the employee.

The district may deduct wages as required or allowed by state or federal law or by order of a court of competent jurisdiction.

It is the responsibility of the Chief Financial Officer and/or designee to determine which additional deductions will be allowed.

Requirements stated in the employee handbook between employees and the District regarding payroll deductions of such employees will be followed.

### **Reductions in Employee Pay (*Series 700, No. 706.3*)**

The district provides leaves of absences to allow employees to be absent from work to attend to important matters outside of the workplace. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the district that, when an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence,
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied,
- the employee's accrued paid leave has been exhausted, or,
- the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

### **Reduction in Employee Pay Regulations (*Series 700, No. 706.3R1*)**

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The district will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Chief Financial Officer. Within 15 business days of receiving the complaint, the Chief Financial Officer will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process that also may be available to employees.

## **Professional Development**

### **Licensed Employee Professional Development (*Series 400, No. 408.1*)**

The board encourages licensed employees to attend and engage in professional learning experiences to maintain, develop, enhance and implement best practice instructional strategies. The board will maintain and support an in-service program for licensed employees. Professional

development activities will include activities that promote and/or teach about compliance with applicable Iowa laws.

For all professional development programs, the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

Requests for attendance or engagement in a learning experience, sponsored by the school district, will be made using the JCSD Professional Learning Request process. According to the JCSD Professional Learning Request process, approval must be obtained prior to attendance by a licensed employee in a professional learning experience when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The JCSD Professional Learning Request process will provide guidance for decisions to allow or disallow licensed employees to attend or participate in requested learning experiences. The JCSD Professional Learning Request process considers the value of the professional learning for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the JCSD Professional Learning Request process.

#### **Classified Employee Professional Leave (*Series 400, No. 414*)**

Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the direct supervisor 5 days prior to the meeting or conference.

It is within the discretion of the direct supervisor to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the direct supervisor.

### **Purchasing and Public Funds**

#### **Credit Cards (*Series 700, No. 705.7*)**

Board and school district employees may use school district credit/procurement cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, materials and supplies, fuel for school district transportation vehicles used for transporting students to and from school and for school sponsored events, payment of fees or other costs related to professional development of the board and employees, and other expenses required by board and employees in the performance of their duties. The board and employees will use



credit/procurement cards for approved purchases within their budget appropriations as outlined in the Individual Procurement Card Use Agreement.

Board members and employees using a school district credit/procurement card must submit a detailed itemized receipt and account code in addition to a credit/procurement card receipt indicating the date, purpose, and nature of the expense for each claim item. Failure to provide a proper receipt will make the board member or employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit/procurement card through payroll deduction or direct payment. In exceptional circumstances, the Superintendent and/or the Chief Financial Officer 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.

The board, through its routine audit and approval process, will assess and determine whether the school district credit/procurement cards are being used in accordance with the terms of this policy and its corresponding procedures.

It is the responsibility of the Chief Financial Officer to determine whether the school district credit/procurement card use is for appropriate school business. The board, through its routine audit and approval process, will assess and determine whether the school district credit/procurement cards are being used in accordance with the terms of this policy and its corresponding procedures.

The Chief Financial Officer is responsible for developing administrative forms and procedures regarding actual and necessary expenses and use of a school district credit/procurement card. The administrative regulations will include the appropriate forms to be filed for obtaining a credit/procurement card.

#### **Public Purpose and Recognition of Board Directors, Employees & Volunteers (*Series 700, No. 705.4*)**

The Board of Directors recognizes and supports the principle that District funds are to be expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered to the District. The Board of Directors, therefore, believes it is important to designate those expenditures for officers, directors, employees, contractors and volunteers, which are in addition to salaries and benefits authorized and/or specified in contract or policy and legitimate expense reimbursements which serve a legitimate public purpose.

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*Note: For a full version of this policy, please visit the board policies page on the district website.*

### **Religious Holiday Celebrations in Public Schools**

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools.



**Prohibited Activities:**

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message (e.g., “Gloria in Excelsis Deo,”).
- Display of a Christmas tree with religious symbols such as stars, angels, and/or the baby Jesus.
- School-wide prayer or Scripture readings.
- A musical concert with exclusively religious music.
- Banning students from offering candy canes or other items with a religious message during non-instructional time (before or after school or during a recess) and not done in the classroom. Schools may still prohibit distribution within classrooms.
- Holding a “Christmas Party” in the classroom. (A “holiday” or “end of semester” or “end of year” party is OK.)

**Permissible Activities:**

- Including religious music selections during public holiday concerts if non-religious music is included.
- Holding holiday concerts at religious sites if the concerts are also held at non-religious sites.
- Displaying a “giving tree,” (e.g., a tree on which students hang donated items such as mittens, gloves, etc.)
- Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, Frosty the Snowman, other festive figures, a “Happy Holidays” banner, etc.
- Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

**School Lunch Program**

The Johnston Community School District operates a lunch and breakfast program. Employees may purchase meals and other items, including milk by using a meal account or paying cash. To create a meal account, contact the nutrition department at 515-278-0278. Funds that are deposited into the employee meal account will be debited as purchases are made. Staff are not allowed to charge or carry a negative account balance. Meal prices for adults are determined by the Iowa Department of Education annually.

**Elementary School Staff**

Preorder lunch meals by adding your selection to the classroom lunch count sheet or by calling the school office by 9:00 a.m. so that it can be added to the final lunch count numbers prior to final submittal to the Beaver Creek production kitchen.

**Secondary School Staff**

Select food items or meals during regular meal service times. The charge is debited from the account or paid with cash. Preorder is not necessary at secondary schools.

### **District Office Staff**

Preorder lunch meals by calling or emailing the nutrition department by 9:00 a.m. The meal will be delivered at 12:00 p.m. to the District Office.

## **Use of School Property and Equipment by Staff**

### **Use of School Property and Equipment by Staff (*Series 400, No. 401.15*)**

The primary purpose of property and equipment at the Johnston Community School District is to deliver and provide a quality education program. Resources for school district property and equipment are limited; therefore, each user must use and operate the property and equipment with the utmost of care. Employees may use school district property and equipment for any school purpose or activity held during the school day or for a school sponsored event.

Employees may use the school district facilities under the limits of the district Facility Use Guidelines when it does not interfere with the delivery of the education program and is not used for profit. An employee's request will not supersede a prior request. The employee will be responsible for ensuring that the property is returned to the control of the district in the condition in which the property was found. Use of school owned equipment for non-school sponsored events is not permissible.

District owned transportation vehicles are a separate category of school district property. Employee use of such district owned vehicles shall be limited to school district business only and may be subject to specific regulations established by the IRS and the Superintendent. At no time shall district owned vehicles be used for any other purpose, including personal business, without prior approval from the Superintendent. Vehicles will be housed overnight on district property.

## **SAFETY AND SECURITY**

### **Asbestos**

#### **Notification**

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

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

### **Asbestos Containing Material (*Series 800, No. 804.4*)**

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. Buildings and Grounds will maintain a copy of the asbestos management plan.

The Director of Buildings and Grounds will annually notify, appoint and train appropriate employees as necessary.

## **Building Security**

All Johnston Community School District school buildings are secured buildings. After all the students have arrived, the exterior doors will be locked throughout the day until a few minutes before dismissal times.

Each school has a camera to screen visitors before entering the school. All visitors are asked to check in with the front office before entering classrooms. Cameras may also be present in other areas of school grounds.

## **Corporal Punishment, Restraint, and Detaining Students**

### **Corporal Punishment, Mechanical Restraint and Prone Restraint (*Series 500, No. 503.5*)**

The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.
  - To obtain possession of a weapon or other dangerous object(s) within a student's control.
  - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
  - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
  - To remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises.
  - To protect a student from the self-infliction of harm.

- To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Prone restraint means any restraint in which the student is held face down on the floor.

Reasonable force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any, including mental and psychological injury;
5. The motivation of the school employee using physical force.

Upon request, the student's parents/guardians shall be given an explanation of the reasons for physical force.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

The district will follow applicable law concerning seclusion and restraint and provide required staff training to appropriate employees.

### **Restraining and/or Detaining of Students**

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

For additional information regarding Iowa law on this issue, please visit the Seclusion and Restraint section of the Iowa Department of Education's website, located at <https://educate.iowa.gov/pk-12/student-services/integrated-supports/protecting-student-safety>.

## Drills and Evacuations

### **Emergency Plans and Drills (*Series 500, No 507.5*)**

Students shall be informed of the appropriate action to take during and after an emergency event. Emergency drills for fire, weather, and other events or disasters shall be conducted each school year. Fire and tornado drills shall be conducted regularly during the academic school year with a minimum of two drills each for both the fall and spring semesters. Additional emergency drills shall be directed as outlined in the Emergency Operations Plan (EOP) and pertaining to local and state codes in coordination with the city fire marshal.

Each attendance center shall develop and maintain a written plan containing emergency and disaster procedures. The plan shall be communicated, reviewed and exercised with district employees. Licensed employees, as applicable, shall be responsible for instructing the proper techniques in conducting all drills.

## Emergency Closings/Inclement Weather/Other Interruptions

### **Emergency School Closings (*Series 500, No. 507.5R1*)**

The superintendent/designee, will have the authority to close, dismiss and delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. The superintendent/designee will make provisions to publicly announce such closings, dismissals or delayed opening via available mass communication media as soon as possible after the decision is made.

#### Emergency School Closing Procedures

##### Non-Weather Emergencies

If classes at any school are cancelled or students are dismissed early due to an emergency other than weather, activities will be cancelled or adjusted depending upon the emergency.

##### Weather Emergencies

##### High School

If school is cancelled or dismissed early because of weather, there shall be no meetings, practices, or rehearsals by student groups, teams, or organizations. If school is cancelled and weather and road conditions improve during the day, a decision will be made by the Activities/Athletic Director in consultation with the Superintendent or Designee whether to hold varsity practices. If varsity practices are held, the practices will be shortened and they will end by 5:00 p.m. If parents do not wish to have their child attend practice, these practices will be optional and any absence will be approved without consequences or penalties.

##### Middle Schools

All activities will be cancelled, unless part of an approved high school activity.

### Elementary

All activities will be cancelled. If school is dismissed early, KTC will be held at their normal locations with the request that parents pick up their child (ren) as soon as possible. If school is cancelled, an independent decision will be made as to whether KTC will be held. This decision is made by the KTC Manager and Superintendent. Parents of students enrolled in KTC should refer to the KTC Parent Handbook for procedures regarding operation and hours during inclement weather.

Preschool-Morning Delay: If the Johnston Community School District delays classes one hour, Developmental Kindergarten will start at the same time as the elementary schools start. If the Johnston Community School District delays classes two hours, then morning Developmental Kindergarten will be cancelled. Afternoon DK classes will begin at the regular time.

If school is dismissed early and afternoon preschool has not yet started, afternoon preschool will be cancelled. If preschool is in session when cancellation is made, parents are to pick up their child at the time that the K-5 early dismissal takes place.

If school is dismissed early and afternoon DK has not yet started, afternoon DK will be cancelled. If afternoon DK is in session when the cancellation is made, they will dismiss at the same time that the K-5 early dismissal takes place.

### Meetings

District/building meetings will be cancelled.

### Weekend Events

The superintendent/designee, in consultation with the responsible administrator, will decide if weekend events should be cancelled.

### Community Education and Non-School Events

If and when the district administration decides to dismiss school early or cancel the entire day due to weather, then all community education classes/activities (adult and youth) will also be canceled for that day. Any rentals (includes gym use) scheduled for a day when school is dismissed early or not held will also be cancelled. If the weather turns bad or an emergency arises after school is over for the day and before the evening event, it is up to the responsible school administrator to decide if their event is going to be held. The administrator needs to communicate this decision to all the participants in a timely manner.

## **Threats of Violence**

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

school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

## **Visitors/Guests**

### **Visitors to the School District Building & Sites (*Series 900, No. 903.3*)**

The Board welcomes the interest of parents and other members of the school district community and invites them to visit school buildings and sites. All buildings are “secured buildings” and required entry must be gained through the main office. Visitors, which include persons other than employees or students, must notify the main office of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

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

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the Administrator and/or School Resource Officer to take the action necessary to cease the inappropriate conduct. If the Administrators and/or School Resource Officers are not available, a school district employee will act to cease the inappropriate conduct.

### **Raptor**

The Raptor Visitor Management Software program has been installed at all schools to increase the safety of the District’s students, staff and visitors by establishing a consistent and uniform visitor sign-in process. Raptor has two main functions – to issue a dated visitor sign-in badge complete with a photo and screen for sex offenders, as they are not allowed to be on or near school grounds.

All visitors (including parents and volunteers) should report to the main office to sign/check-in and provide the office staff with a valid state-issued ID (driver’s license). The bar code on the driver’s license will be scanned and run through the Raptor system for a possible match on the sex offender list. All visitors will then be issued a date-sensitive visitor badge containing their identification information that must be worn while on school grounds. Minors that do not have a valid state-issued ID will be allowed to visit, as long as they are accompanied by an adult that has checked in with the above procedures.

Once a visitor has registered within our electronic sign-in procedure, they will not need to provide an ID for each visit. However, they will still need to check-in at the office to receive a visitor badge containing your personal information. All visitors will be required to check-out through the main office when they leave the school.

## Weapons

### **Weapons (*Series 500, No. 502.6*)**

The board believes weapons, lookalikes and any object used to threaten, harm, or harass another in School District facilities cause or may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the School District premises or property within the jurisdiction of the School District.

School district facilities are not an appropriate place for weapons lookalikes, or any object that is used to threaten, harm, or harass another. Weapons, lookalikes, or any object that is used to threaten, harm, or harass another shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents/guardians of students found to possess weapons, lookalikes, or any object that is used to threaten, harm, or harass another on school property shall be notified of the incident. Possession or confiscation of weapons, lookalikes, or any object that is used to threaten, harm, or harass another shall be reported to the law enforcement officials, and students will be subject to disciplinary action.

Due to the serious nature of the conduct prohibited by this policy, students in violation of this policy shall be expelled for not less than one year unless extenuating circumstances exist. The superintendent shall have the authority to recommend this expulsion requirements by modified for students on a case-by-case basis.

Weapons and firearms under the control of law enforcement officials or other individuals specifically authorized by the board shall be exempt from this policy. Students and individuals approved in writing by the superintendent who are actively engaging in a district approved firearms safety course, hunter education course or shooting sports activity are exempt from this policy. The superintendent will develop an administrative process or procedures to implement the policy and communicate it with law enforcement relevant exemptions to this policy as appropriate.

## STUDENT AND CLASSROOM ISSUES

### Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. For more information on field trips and administrative regulations regarding field trips please refer to Board policies 606.5, 606.5R1 and 606.5E1

<https://www.johnstoncsd.org/district/board-of-education/policies/series-600-educational-program/>.



## **Individuals with Disabilities Education Act (IDEA)**

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

## **Searches of Students and Property**

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Employees must never search, pat down or otherwise inspect a student and his or her belongings without the notification of the principal. The principal will determine whether there is a reasonable belief that a law, school rule or board policy has been violated to justify the search or whether law enforcement should be contacted. Employees should never search or inspect a student's person or belongings without another adult present and only adults of the same gender of the student should be present during the search or inspection.

For additional information regarding searches of students and property, please consult Iowa Code 808A.1. For additional information on district policies regarding searches of students and property, please refer to board policies 502.8 and 502.8R1. <https://www.johnstoncsd.org/district/board-of-education/policies/series-500-students/>.

## **Standardized Testing and Assessment**

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit The Board of Educational Examiners website located at <https://educate.iowa.gov/educator-licensure/ethics-complaints>.

## **Student Funds and Fundraising**

Student fundraising for school activities may only occur in compliance with applicable policy and procedures. For policies and procedures related to this topic please review board policies 504.5 and

504.5R1. <https://www.johnstoncsd.org/district/board-of-education/policies/series-500-students/>.

## **Student Records**

School employees are entrusted with confidential information – whether it is about students or fellow employees. Generally, student information may only be disclosed to the student’s parent or legal guardian. Employees must not disclose confidential student information to another employee unless that employee has a legitimate educational interest in knowing the information. Please contact your building administrator if you receive a request for student records or have a question about sharing student information.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa’s privacy law.

The board has several policies dedicated to education records. Please visit <https://www.johnstoncsd.org/district/board-of-education/policies/series-500-students/> to become familiar with these policies. In addition to board policies and state laws, district staff must comply with the Family Education Rights and Privacy Act (FERPA). For more information on FERPA please visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## **Transporting of Students by Employees**

### **Transporting Students in Private Vehicles (*Series 900, No. 904.1*)**

Generally, transporting students for school purposes is done in a vehicle owned by the school district or contracted bus company and driven by a school bus driver. It is strongly discouraged to transport students in private vehicles for school purposes. However, if the need arises, it is within the discretion of the building principal to determine when this is appropriate and grant approval as necessary. Employees are not allowed to transport students in a private vehicle without this approval. Violation of this policy may be grounds for disciplinary action.

Individuals transporting students for school purposes in private vehicles must have the permission of the building principal and/or coach or director, if applicable, and meet all applicable requirements set by the district. Prior to transporting students in private vehicles, the district may require the following:

- There will be more than one school employee transporting the student/s;
- The vehicle used to transport the student(s) is in good condition and meets all applicable safety requirements;
- The driver transporting the student(s) possesses a valid drivers’ license;

- Proof of insurance has been supplied to the building principal and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa; and;
- The parents of the students to be transported have given verbal permission or prior written permission (i.e. waiver signed as requirement of a program) to the building principal.

The school district assumes no responsibility for those students who have not received the approval of the building principal and/or coach or director and who ride in private vehicles for school purposes, or employees who transport students in a private vehicle without prior approval. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The associate superintendent will annually monitor, update and develop administrative process to implement this policy as needed.

## **Tutoring**

### **Licensed Employee Tutoring (*Series 400, No. 408.3*)**

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by contracted employees may be approved by the associate superintendent.

Contracted employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the associate superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the associate superintendent.

## **TERMINATION OF EMPLOYMENT**

### **Certified/Licensed Employees**

#### **Licensed Employee Resignation (*Series 400, No 407.1*)**

A licensed employee who wishes to resign must notify the Executive Director of Human Resources in writing within the twenty-one (21) days of the annual issuance of contracts. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

An employee who does not fulfill the terms of an employment contract with the school district will cause the district to incur damages which are difficult or impossible to prove, including, but not limited to, the time/expense associated with securing a replacement. Therefore, an employee submitting a resignation after the contract acceptance deadline will be required to pay the district an amount of \$1,000 as reimbursement for the costs that the district will suffer because of the employee's failure to perform the contract. The payment will be due to the district as a condition for early release from the contract; however, the payment will apply to all employees who leave regardless of whether the employee obtains an early release. No employee will be released from an employment contract with the district unless a suitable replacement has been found. If a licensed employee leaves without an early release, the district will file a complaint with the Iowa Board of Educational Examiners. The superintendent/designee may waive these provisions in special circumstances.

#### **Licensed Employee Contract Release (*Series 400, No. 407.2*)**

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

Release from a contract will be contingent upon finding a suitable replacement. All resignations for the following school year submitted within 21 days of the annual issuance of the contract modifications form shall be accepted by the Board. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising or other reasonable administrative costs incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, and to the extent allowed by law, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

NOTE: School districts may charge employees for costs incurred in finding a replacement. Employees can only be charged costs, not "penalties." The costs cannot be withheld from money owed the employee unless the employee agrees. If costs are not withheld from moneys owed to the employee, the school district must bill the employee. If the employee fails to pay, the school district's only option for reimbursement is to file a claim in small claims court. The school district

also has the option of filing a complaint with the Board of Educational Examiners stating the employee has engaged in unprofessional conduct.

#### **Licensed Employee Suspension (*Series 400, No. 407.4*)**

Licensed employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a licensed employee pending board action on a discharge, for investigation of charges against the employee, and for disciplinary purposes. It is within the discretion of the superintendent to suspend a licensed employee with or without pay.

In the event of a suspension, appropriate due process will be followed.

#### **Licensed Employee Reduction in Force (*Series 400, No. 407.5*)**

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

The reduction in licensed employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent shall consider the following criteria in making the recommendations:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance;
- Qualifications for co-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.

Due process for terminations due to a reduction in force will be followed.

The requirements stated in the employee handbook between employees in the certified collective bargaining unit and the board regarding the reduction in force of such employees will be followed.

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*Note: For specific reduction in force procedures for licensed staff please see Appendix A of this handbook.*

#### **Early Employee Retirement (*Series 400, No. 407.6*)**

The Board of Education extends an offer of retirement benefits to qualified personnel as defined below. The Board of Education retains the right to terminate or modify this retirement plan for employees at any time. Employees whose applications for retirement have been approved by the

board will be entitled to the terms and conditions of the financial package in effect at the time of approval.

#### **A. Eligibility Requirements**

To be eligible for retirement benefits from the Johnston Community School District, all eligible personnel must meet all of the following qualifications:

1. Applicant must be at least 55 years old on or before June 30 of the present fiscal year.
2. Applicant must have ten (10) years of full time (30 hours or more per week) service in the Johnston Community School District within the twelve (12) consecutive years prior to the retirement year. Leaves of absence do not interrupt consecutive employment. The year immediately prior to the year of retirement may not be taken as a leave of absence unless it is a medically approved leave.
3. Applicant must notify the District no later than a date annually selected by the Board, which in no case shall be later than March 31 of his/her intent to resign not later than the end of the fiscal year.

#### **B. Benefit Provisions**

Compensation for retirement will be determined and approved by the Board of Education annually. The Finance Committee will recommend the compensation package and the number of retirements to be offered to the full Board after consultation with the Administrative Team considering the existing financial health of the district. In years where retirements requested exceed retirements that can be authorized, priority will be given to eligible employees with the longest tenure of service to the district.

Personnel who accept retirement under this policy will be retired personnel of the Johnston Community School District and entitled to all rights and privileges of such a retiree under applicable laws and policies and provisions of the District. All eligible personnel may make application for retirement benefits to the Executive Director of Human Resources. Deadline for application will be established and announced in a timely manner annually.

#### **C. Additional Incentive**

*Eligibility:*

1. Applicant must be at least 55 years old on or before June 30 of the present fiscal year.
2. Applicant must notify the District no later than a date annually selected by the Board, which will be no later than March 31 of the current fiscal year of his/her intent to resign from the District effective June 30 of the current fiscal year.
3. Applicants that meet the deadline for notification will be eligible for financial incentives set by the School Board Finance Committee. The Finance Committee will recommend the amount/s for incentives and the total number of incentives to be offered under this Section to the full Board after consultation with the Administrative Team and consideration of a number of factors, including the financial health of the District.

*Benefit:*

1. Applicant will receive a cash payment as approved by the school board, payable with the last paycheck in June of the current fiscal year.
2. In years where there are no benefits offered and approved by the Board under Section B of this policy, this additional incentive shall stand on its own and shall be offered and available to eligible applicants on an annual basis as determined by the Board.

**Employee Incentive – Non-Early Retirement (*Series 400, No. 407.7*)**

Any certified employee not otherwise covered under Policy 407.6, who notifies the District no later than dates annually selected by the Board of the current fiscal year of his/her intent to resign from the District effective June 30 for the current fiscal year will be eligible for an incentive as recommended by the School Board Finance Committee payable with their last paycheck in June of the current fiscal year.

**Classified Employees**

**Classified Employee Resignation (*Series 400, No. 413.1*)**

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their employment assignment 10 working days prior to their last working day. Notice of the intent to resign will be in writing to the Executive Director of Human Resources.

**Classified Employee Retirement (*Series 400, No. 413.2*)**

Classified employees who will complete their current contract with the board may apply for retirement. No classified employee will be required to retire at any specific age.

Application for retirement will be considered made when the classified employee states in writing to the Director of Humans Resources, no later than the date set by the board for the return of the employee's contract to the board if applicable, the employee's intent to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent.

Board action to approve a classified employee's application for retirement is final, and such action constitutes termination of the employee's contract effective the day of the employee's retirement.

Classified employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

**Classified Employee Suspension (*Series 400, No. 413.3*)**

Classified employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a classified employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for

disciplinary purposes. It is within the discretion of the superintendent to suspend a classified employee with or without pay.

In the event of a suspension, due process will be followed.

**Classified Employee Dismissal (*Series 400, No. 413.4*)**

The board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon 14 days' notice or immediately for cause. Due process procedures will be followed.

It is the responsibility of the superintendent to make a recommendation for dismissal to the board. The board may terminate any classified employee upon the recommendation of the superintendent. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

**Classified Employee Reduction in Force (*Series 400, No. 413.5*)**

It is the exclusive power of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to a reduction in force will be given thirty days' notice. Due process will be followed for terminations due to a reduction in force.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations.