Mid-Prairie Community School District

Employee Information

"We Care . . . Excellence Together"

Mission Statement: Preparing today's students for tomorrow's world in a caring learning environment.

It is the policy of the Mid-Prairie Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator, Amy Shalla, Principal, 319-646-6096 or ashalla@mphawks.org

FORWARD

The primary purpose of any "handbook" should not be to "lay down the law." The main objective of an effective handbook is to convey the organization's philosophy and beliefs to the reader. Hopefully, this is done in a non-threatening way that allows the reader to maintain his/her dignity. It is unrealistic to believe that any handbook can state a rule or procedure to cover every possible situation. What is more helpful, in my opinion, is to understand the guiding philosophy and beliefs that are being used within the organization. Then, when unexpected situations occur, your understanding of the philosophy and beliefs will help you make decisions that best handle the unforeseen event.

Please do not read this material as solely a collection of "rules" and "procedures." Please try to understand the philosophy and beliefs that lie behind the writing.

Some people measure the value of their life by the balance of their bank account or the number of possessions they own. To me, the real value of life is determined by the quality of the relationships people have with each other. Because we have chosen professions and jobs in a people-orientated field, the quality of relationships we have with students, parents, community members, and colleagues is critical to our organizational and personal success.

No matter what job title we hold in our district, we are all "teachers" to the students. Being a good role model is important. More important are the relationships that are built with the students. It is easier for a child, adolescent, or young adult to form a relationship with staff members that are enthusiastic, patient, warm, and friendly. All staff members need to treat all students with respect. Confidentiality is a must.

Our relationships with parents can be the deciding factor for whether a child succeeds or fails. Please don't hold any transgressions of the child against the parents. Likewise, no child should suffer because of a poor relationship between the parents and district staff members. Sometimes it's not what we say -- but how we say it -- that creates problems. If we value relationships, we will continually self-examine what we do and say to determine what we need to do to improve the quality of relationships we have with others. We all have tough jobs to do. Working together makes it easier to do our jobs, not harder.

No one wants to wake up in the morning and dread coming to work. Positive relationships with colleagues help make the work fun. The sign of a great school or school district isn't whether or not conflicts occur, but rather how conflicts are handled after they occur. No one has the inside track to the "truth." There are many "right" answers. Everyone's perspective is important -- don't be afraid to share yours. Putting yourself into the perspective of the other may help soften differences. My father taught me that it is more important to listen to people who disagree with you than to those who agree with you. Individuals who agree with you only feed your ego. Persons disagreeing with you help better the ideas being discussed by offering perspectives that you probably hadn't considered.

To be human is to be contradictory and to make mistakes. As Big Bird says, "Everyone makes mistakes." Let's not be afraid to admit when we are wrong. Let's be gracious when others admit mistakes to us. (We may be the one admitting a mistake to them the next

time.) Don't be afraid to challenge me when I have made a mistake or if you disagree with me. I want to handle differences in a straightforward manner. Differences that are allowed to simmer under the surface lead to unproductive behaviors.

We should continually strive to improve our district, our school and ourselves. "Blamestorming" doesn't help when events don't meet expectations. When a problem occurs it can usually be said that "everyone is to blame" and that "no one is to blame." It is better to work together to create a solution to the problem than it is to waste time assigning blame.

Above all else, use common sense. Remember to look on the positive side and be flexible. Have fun, laugh, and keep your sense of humor.

The Pike Place Fish Market in Seattle become world famous by adopting a philosophy that contained four principles:

1) Play
2) Be There
3) Make Their Day
4) Choose Your Attitude

As we build our world famous school district, these are a good place to start.

The sermon's over. Hopefully, I've created a little doubt. I know I won't say it often enough, but I truly appreciate the efforts and the special things that every staff member will do this coming school year to help our students and school district reach their full potential.

We experienced many successes last year. Let's build on those successes and have another great year.

-- Mark

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretions, to modify or change any portion of this handbook at any time.

Success

To Laugh Often and Much;
To Win the Respect of Intelligent People
And the Affection of Children;
To Earn the Appreciation
Of Honest Critics
And Endure the Betrayal
Of False Friends;
To Appreciate Beauty,
To Find the Best in Others;
To Leave the World a Bit Better,
Whether by a Healthy Child,
A Garden Patch
Or a Redeemed Social Condition;
To Know Even One Life
Has Breathed Easier
Because You Have Lived.
That is to Have Succeeded.

--Ralph Waldo Emerson

Table of Contents

FORWARD 2
MID-PRAIRIE MISSION STATEMENT 8
MID-PRAIRIE BELIEF STATEMENTS 8
SUCCESS FOR ALL 8
CREATING A QUALITY ENVIRONMENT 9
RESPECTING FAMILIES 10
COMMUNICATIONS WITH PARENTS 10
ACCESSIBILITY TO THE SUPERINTENDENT 10
STUDENT BEHAVIOR 11
RESPECT 11
PUBLIC RELATIONS 11
DISTRICT-WIDE INSERVICES 12
COMPLAINT PROCEDURE 12
DISTRICT WEB SITE 12
HARASSMENT 12
INTERRUPTIONS 13
SUBSTANCE FREE ENVIRONMENT 13
CARE OF FACILITIES, GROUNDS, AND DISTRICT VEHICLES 13
COMPUTER USE 13
DRESS CODE 14
BORROWING EQUIPMENT 14
CHILD ABUSE 14
SUPPORTING LOCAL BUSINESS 14
PURCHASE REQUISITIONS/ORDERS 14
PAYROLL AND REIMBURSEMENT PROCEDURES 15
TIME SHEETS 16
WAGES AND SALARIES 16
PLACEMENT ON THE SALARY SCHEDULE (Certified Staff) 16
METHOD OF PAYMENT 17
OVERTIME PAY AND ADDITIONAL PAY (Support Staff) 17
EXTRA ASSIGNMENT AND EXTENDED CONTRACT RATE 17
INSURANCE 17
PROFESSIONAL DEVELOPMENT 20
LEAVES OF ABSENCES 20
EMERGENCY LEAVES 20

PERSONAL LEAVES 20
JOB RELATED INJURIES/SAFETY 21
FIELD TRIPS 21
FEES FOR FIELD TRIPS 21
SCHOOL VEHICLES 21
EXPENSES OF TRAVELING EMPLOYEES 22
DAILY MEMO 22
FORMS 22
HANDLING MONEY 23
FUNDRAISING 23
CHILDREN AT WORK 23
NUTRITION 23
CHEMICALS/LATEX IN SCHOOLS 23
CELL PHONE USE 23
MAINTAINING TEACHING LICENSE 24
LATE TEACHER RESIGNATIONS 24
EVALUATIONS—Certified Staff 24
Career Development Plan Process 24
Mid-Prairie School District Performance Review Process 26
Teacher in Need of Assistance 27
Intensive Assistance Program 27
Personnel File—Certified Staff 28
EVALUATIONS—Support Staff 29
TRANSFER PROCEDURES 31
OTHER FRINGE BENEFITS 32
REDUCTION OF STAFF & RECALL—Certified Staff 32
REDUCTION OF STAFF & RECALL—Support Staff 32
REDUCTION OF STAFF & RECALL—All Employees 33
APPENDIX A—Work Rules 34
APPENDIX B—Employee Injury on the Job 37
APPENDIX C—Universal Precautions 38
APPENDIX D—Handling Money 40
APPENDIX E—Equal Employment 42
APPENDIX F—Insurance Carriers 44
APPENDIX G—Extra Duty 45

APPENDIX H—Social Media 46
APPENDIX I--Evaluations 54

MID-PRAIRIE MISSION STATEMENT

Preparing today's students for tomorrow's world in a caring learning environment.

MID-PRAIRIE BELIEF STATEMENTS

We believe:

1. The district exists not to serve itself, but its students and their futures.

2. Every student can learn, and needs access to outstanding learning resources, and a diversity of ideas, people and experiences.

3. Every student is worthy of respect, ethical leadership, and a safe learning environment.

4. Student potential is maximized through a relevant and ambitious curriculum, effective instruction, rigorous thinking, and student effort.

5. Involvement by families and community members is facilitated by frequent and open communication.

6. Celebrating success creates a sense of community.

SUCCESS FOR ALL

At Mid-Prairie we are committed to providing an equal opportunity for success for every child, adolescent, and young adult. "Equal" does not necessary mean "same" -- "equal" means that every child, adolescent, or young adult will get what they need to be successful. At Mid-Prairie we will not discriminate on the basis of nationality, gender, religion, race, disability, what town the student is from, where the student is going to high school, whether the student is home-schooled, or any other personal characteristic.

Success for all is more easily achieved when all employees are working together. We are all one district; our words and actions should always convey this fact.

The Mid-Prairie 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. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan.

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, gender, national origin, religion, age, disability or sexual orientation. In keeping with the law, the board shall consider the veteran status of applicants.

Prior to a final offer of employment for any position (involving contact with students) the school district will perform criminal, child abuse and sexual abuse background checks. The district may determine on a case-by-case basis that, based on the duties, some positions within the district will require more thorough background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. Advertisements and notices for vacancies within the district will contain the following statement: "The Mid-Prairie Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed in writing to Amy Shalla, Affirmative Action Coordinator, Mid-Prairie Community School District, Wellman, Iowa 52356, or by telephoning 319-646-6096 or 319-646-6093.

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 Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 E. Maple, Des Moines, Iowa, 50309, (515) 281-4121. 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.

CREATING A QUALITY ENVIRONMENT

Mid-Prairie will provide a pleasant, productive and quality learning environment for each child, adolescent and young adult. The attitudes and demeanor of the adults in a school, to a large extent, determine the climate of that school. A quality environment will not occur if we all go our separate ways; cooperation and collaboration are necessities. Collaboration facilitates learning when two or more people with a common goal share the responsibilities of creating a trusting, respectful, and safe environment for the benefit of all involved. Respecting each other's talents on a frequent basis helps build a risk-free, sociable environment. Your effort to create the desired environment is greatly appreciated.

RESPECTING FAMILIES

School districts should do all that they can to support families. We should go the extra mile to lessen the occurrences where children, adolescents, and young adults have to choose between the school and their family. Please remember that students have many priorities in their lives. It should be up to the student and his/her family to decide the top priority.

The use of our facilities by public groups and for school-sponsored activities is encouraged. No school facility should be used for school-sponsored activities after 6:30 p.m. on Wednesday evening or on Sunday. Exceptions can only be made with the superintendent's approval.

COMMUNICATIONS WITH PARENTS

Parents have an open invitation to visit any of our schools. However, if you feel that parent visits are too frequent or that there are ulterior motives to frequent parent visits, please bring this to your supervisor's attention. Parents and the children are the best "public relations" for our school. I appreciate your cooperation in making parents or guardians feel as welcome as possible.

Frequent communication with parents, in a variety of forms, is encouraged. Face to face is the best way to communicate with parents. In addition to this, the telephone and e-mail are excellent ways of communicating with parents.

Any occurrence in the classroom or in the district of an unusual nature that might occasion a parent to call should be brought to your supervisor's attention as soon as possible. In this way, should the parent call, your supervisor will have the necessary information in order to discuss the problem or concern intelligently.

Scheduled Parent-Teacher Conferences will take place twice a year. This does not preclude a teacher from scheduling a conference with parents anytime the teacher or parents feel one is necessary.

ACCESSIBILITY TO THE SUPERINTENDENT

Please feel free to contact me anytime. You are always welcome and are a top priority. During the school day feel free to call Mid-Prairie Central Office (646-6093). You may also call me on my cell phone (319-936-8601). My e-mail address is **mschneider@mphawks.org**.

I also intend to be visible in the schools. Please feel free to discuss any concerns with me when you see me. I welcome your calls in the evening or on weekends at home. The best way to reach me at home is by calling my cell phone number.

STUDENT BEHAVIOR

Children, adolescents and young adults are expected to behave in such a way that all students can learn and the teacher can teach. Good classroom management systems tend to be proactive rather than reactive, positive rather than negative. Setting clear expectations for behavior in a manner that is consistent and fair promotes a favorable learning environment. Never underestimate the value of creating positive relationships with students.

No teacher or staff member is to ever strike a student.

RESPECT

One of the ways to teach respect is through example. Everyone at Mid-Prairie deserves to be treated with respect. Your cooperation in providing appropriate role modeling is appreciated.

PUBLIC RELATIONS

Every successful school district has positive public relations. To be effective, public relations must be honest and continuous. Public relations are more than putting an occasional article or picture in the newspaper or on the website. What we say when we are out in the public can do far more good, or damage, than what we realize. Creating a positive or negative public image not only depends on what is said about the organization, but it is also shaped by what we say about our colleagues. Criticism of the schools, the school district, and other staff members should be constructive in nature and addressed to the parties concerned. If done in any other way, the schools, the school district, and the individuals involved, lose respect in the community. It only takes one staff member who is negative, intolerant and prejudiced to disrupt the diligent efforts of his/her colleagues.

It is my expectation that every Mid-Prairie staff member will do no harm to the reputation of any fellow staff member in public. Grandma's advice is still the best. If you can't say something nice about someone, don't say anything at all. If you have concern about a colleague, and feel that you can't talk about the concern to the colleague, please let your principal or primary supervisor know of your concern.

The News, our local newspaper, is always looking for articles and pictures related to school. The newspaper is always eager to come to the school to take pictures if you give them adequate notice. Additionally, the Washington Evening Journal has expressed interest in Mid-Prairie news. Below is the pertinent information you will need to contact the newspapers.

The News
Phone: 656-2273
Fax: 656-2299
E-mail: news@kalonanews.com

Washington Evening Journal
Phone: 653-2191
Fax: 653-7524
E-mail: news@washjrnl.com

Kristi Strickland, our Communications Specialist, can also help you with ideas to get our story out. She can assist you with webpage, blog, Twitter and/or Facebook issues. Her e-mail address is kstrickland@mphawks.org.

DISTRICT-WIDE INSERVICES

Some of the meetings will be devoted to district-wide in-services. The district-wide in-services will end at 4:00 p.m. Hourly employees will be given advance notice when they are expected to attend the district-wide in-services. Hourly employees will be paid for any portion of the meeting held outside of their normal working day. All teachers, coaches and other staff members will be expected to stay until 4:00 p.m.

COMPLAINT PROCEDURE

Any person having a complaint should use the following procedure:

1. Attempt to resolve the problem by visiting with the person.
2. Confer with the building principal or primary supervisor.
3. Confer with the superintendent.
4. Make a formal presentation to the school board.

DISTRICT WEB SITE

The district maintains a web site at www.mphawks.org to disseminate information to the public and school employees. On the site you will find links to each of the district's schools and to the Central Office. On the Central Office's site you will find the School Board Policy Manual, School Board Meeting Agendas and Minutes, the Working Agreements, and the calendar for the current school year.

Board of Education policies dealing with employees are contained in the 400 series policies. These policies are on the district's web site. Employees should be aware that work rules have been adopted by the district and are contained in Board Policy 404.1. A copy of this policy is included in the Appendix.

HARASSMENT

Harassment in all of its forms will not be tolerated in the Mid-Prairie School District. This includes employee to employee, employee to student and student to employee. Individuals found guilty of harassing others will receive consequences. If you feel you have been a victim of harassment, please direct your complaint to any building principal, your primary supervisor, or the superintendent.

INTERRUPTIONS

Every child is entitled to uninterrupted learning time. Your effort to keep interruptions to a minimum is appreciated.

SUBSTANCE FREE ENVIRONMENT

By state law, Mid-Prairie's buildings and school grounds are substance free. This also applies to vehicles that the school owns.

CARE OF FACILITIES, GROUNDS, AND DISTRICT VEHICLES

The cleanliness and tidiness of the district's buildings and grounds are the responsibility of everyone. Please impress upon the students the responsibilities they have in helping to keep our facilities looking nice. Staff members, including superintendents, are not exempt from picking up after themselves. This responsibility carries over to the school vehicles. Please do your part to leave the district's vehicles as clean as you found them.

Please remember that our facilities are sometimes used at night for classes, meetings, etc. Do not leave highly sensitive materials out where others may see them.

COMPUTER USE

Staff members are reminded that all files and communication composed, sent or received on district computers falls under district purview. As such, the district may access all forms of electronic communications at any time. Forms of electronic communications include, but are not limited to, email, server files, and all types of files on Mid-Prairie computers.

When taking equipment (i.e. laptops, projectors) off of school grounds, the staff member is responsible for any damages.

Internet usage should be for educational purposes and/or to complete tasks assigned to you by a supervisor. Internet usage may be monitored and restricted at any time.

All staff members are required to follow the district's Internet Acceptable Use policies #605.6 and 605.7. The policies are given to all employees when hired and may be found on the website. Individual teachers should keep on file the proof of purchase information for software used by individual teachers, classes or departments.

Staff members are also advised that care should be exercised when using social network sites. Inappropriate comments about work/school situations can be grounds for discipline. Staff members communicating with students using email, social network sites, or other electronic means should do so only in a professional, proper, and appropriate manner. Please see the appendix for further information concerning appropriate use of social media.

DRESS CODE

Perceptions about an individual can be shaped by the way the individual is dressed. It is hoped that all Mid-Prairie employees working with students want to be perceived as professional. The parents and the Mid-Prairie Community are very supportive of our schools. As a sign of respect to our students, parents and community, all Mid-Prairie employees shall make every effort to dress in a way that conveys professionalism. Your efforts to represent yourself and the school in a professional manner are appreciated.

BORROWING EQUIPMENT

The school district will loan certain equipment to school staff. However, please secure permission of a principal, director, or the superintendent before borrowing any equipment. The employee is responsible for all damage that occurs during the time the equipment is on loan. Please return all borrowed equipment in a timely manner. The unauthorized use of school district supplies/equipment can be grounds for termination.

CHILD ABUSE

As mandatory reporters, all licensed employees must report to the Iowa Department of Human Services any alleged incidents of child abuse they become aware of through the scope of their professional duties. Classified employees, while not mandatory reporters, are encouraged to discuss any concerns they have with the building principal or primary supervisor.
Physical or sexual abuse of students by any employee will not be tolerated. Any employee found to have abused a student would be subject to disciplinary action up to and including discharge. District appointed Level I investigators will respond promptly to allegations of student abuse by district employees. Level I investigators for Mid-Prairie are Jay Strickland, Marc Pennington, Amy Shalla, Robin Foster, and Bill Poock. Mark Schneider is the Level I alternate investigator.

SUPPORTING LOCAL BUSINESS

The local businesses in our area make great efforts to support our school district. The school district business office will do whatever it can to return that support. If you are an employee with school spending authority, please remember that the cheapest price is not always the best value. Even though it may cost the district a few cents more to purchase locally, in the long run purchasing locally may produce the best value. We have a responsibility to the taxpayers, but we will be sensitive to local businesses if their prices and services are comparable. If you need advice on any school spending decision, please talk to the principals, directors, business manager, or the superintendent.

PURCHASE REQUISITIONS/ORDERS

All budgets are developed through the building offices and are under the direction of the building principal. To ensure integrity of the budgetary process, the following procedures must be followed in making purchase requests.

Complete the following process to order or charge an item. (This includes anything that we will receive a bill for, i.e. Grant Wood, Wal-Mart, etc. All paperwork must be complete before the bill is received in the Central Office.)

1) Complete requisition form including upper right corner of requisition form with account number (your specific class supply line, unless previously discussed with building administrator). Requisition may be completed either digitally and emailed to the building secretary, or hand-written. A separate requisition must be completed for each vendor.
2) The requisition is submitted to building secretary for review of codes and account balance.
3) Administrator approves requisition.
4) Building secretary generates a PO
5) Administrator signs PO
6) Building secretary processes PO and fills in date placed in lower left corner.
7) The PO is sent to the Central Office

After you receive the order, please do the following:

1) Attach all packing slips to the back of the yellow PO copy sent from the Central Office. Enter the date received in the lower left corner and sign. Please return to the Central Office, so we know when orders are received and if they are complete orders.
2) Please communicate with the Central Office any problems in the orders, damaged orders, cancelled items, incomplete orders, or invoices that should not be paid.

All purchase orders requesting reimbursement must contain the proper signatures and contain the proper documentation. Include the template showing prior approval with the administrator's signature. Original receipts must be attached to these purchase orders. Purchase orders not having the necessary signatures and/or documentation will be denied and sent back. We do not reimburse tips or sales tax. We need the itemized receipt from credit card purchases. If a receipt does not give a good description of the items, note what they are.

The Business Office will only write checks on the Monday of the School Board Meeting. If you need payment you must have your Purchase Order to Cindy Malichky no later than the Thursday before the board meeting.

PAYROLL AND REIMBURSEMENT PROCEDURES

Any payroll changes that will affect your check (TSA enrollment, changes to W-4 form, increase/decrease in deductions, insurance changes) need to be made by the 15th of the month. Changes made after the 15th won't show up in your payroll check until the following month. If there is a problem with your payroll check, please contact the Business Manager as soon as possible. E-mail is the preferred way of communication. In this way, both of you have written documentation concerning the issue. All employees are on direct deposit payroll.

It would help the business office greatly if all reimbursement checks were cashed within 30 days of their issuance. The bank charges a stop payment fee for lost checks. Employees who continually lose checks may be charged the district cost to replace the check. Checks not cashed after one year will be turned over to the State of Iowa as unclaimed property.

All requests for reimbursement must be approved by the school board. The school board approves the bills at the monthly meetings that occur on the second and fourth Monday of the month. If the purchase order is not to the business office by the Thursday before the meeting, the purchase order will be presented for approval at the meeting following the missed deadline--meaning reimbursement will be delayed.

TIME SHEETS

Support staff members are required to use the time clock system. Employees will use a separate time sheet to document overtime hours. Please make certain that your leave has been has been submitted in AESOP for the corresponding leave dates.

Overtime hours should be documented on the separate time sheet. Please list the reason for the overtime and the supervisor's name that approved the overtime. This time sheet should also be submitted to the business office on the 16th of the month and bear the signature of every supervisor who approved the work listed. Time sheets not having the appropriate signatures will be returned.

WAGES AND SALARIES

The salary schedule, supplemental pay schedule, and insurance addenda are set forth in Schedules A, B and C in in the Working Agreement. Appendix F, in this handbook, is for informational purposes only.

PLACEMENT ON THE SALARY SCHEDULE (Certified Staff)

1. Each new teaching employee shall be placed on Step 4 if they have 4 or less years of teaching experience.
2. The employee may bring in eight (8) years of experience on the BA schedule (BA 8) and ten (10) year's experience on the MA schedule (MA 10). For the purpose of initial placement of the newly hired employee on the salary schedule, one hundred twenty (120) or more consecutive teaching days shall be considered one year's experience.
3. Verification of additional college training in a written statement must be received by the superintendent prior to September 15 if an employee is moving from one educational column to another.

METHOD OF PAYMENT

Pay Period
Each employee's contract shall be paid in twelve (12) installments on the 25th of each month. When a pay date falls on or during a school holiday, vacation or weekend, the employees shall receive their direct deposit on the last working day.

All employees are required to have their checks direct deposited.

OVERTIME PAY AND ADDITIONAL PAY (Support Staff)

Overtime or additional pay for hourly employees will be paid monthly. Time sheets for hourly employees and Extra Pay Vouchers for all employees are expected to submit their time sheets or extra pay vouchers to their building administrator by the 16th of the month. If that is a weekend or holiday, they should be submitted the next day following the non-school day. If no record is received within three days from the 15th of the month, the employee will have to wait until the next regular pay period for their check.

Time and one-half will be paid to all hourly employees for all hours worked over 40 hours in one week. Building checks will be paid at time and one-half if 40 hours has been worked in the week.

All overtime must have prior approval by your immediate supervisor or building administrator.

EXTRA ASSIGNMENT AND EXTENDED CONTRACT RATE

1. The pay for extra-curricular activities shall be as provided in Schedule B.
2. The pay for extra duty assignments shall be as provided in Schedule C. Schedule assignments must be preceded by completion of the form shown in Appendix G.
3. This form shall be provided to the employee by the building principal.
4. When students are not involved daily, certified employees on an extended contract will be paid at the rate of 90% of their per diem rate as specified on their continuing contract. The per diem shall be defined as the one (1) divided by the number of workdays multiplied times the employee's schedule A salary. (1/workdays) X Schedule A Salary = employee's per diem

INSURANCE

Life Insurance—All Employees
The Board shall provide a $25,000 term life insurance policy for all full-time employees. Employees working less than full-time, but half-time or more, shall be provided term life insurance of $12,500.

Long Term Disability—Certified Staff
All employees working half-time or more shall be covered by a long term disability insurance policy. The benefits may begin 90 calendar days after disability. The policy shall

pay 66 2/3% of the teaching employee's gross annual Schedule A and B earnings and be coordinated with any other benefits to the age of sixty-five (65). Employees shall participate in and pay the full cost of Long Term Disability insurance by payroll deduction.

Long Term Disability—Support Staff
The Board agrees to provide a long term disability policy to all employees that work twenty (20) hours or more per week. Benefits shall begin as specified in the policy. The policy shall pay 60% of the employee's individual salary up to the monthly maximum benefit of $1,800.

Health Insurance—Certified Staff
Each employee, at the employee's choice, shall be covered by the group health and major medical insurance policy provided by the Board. Each employee may elect single coverage, full family coverage, or no coverage. The Board shall contribute up to $555.72 per month toward the premium for full-time employees. Employees who work more than halftime but less than full-time shall receive their portion of the $555.72 contribution on a prorated basis. The employee portion of the premium shall be paid through payroll deduction. Members of a family shall be covered only once by the group health and major medical insurance policy provided by the Board.

A stipend will be paid to certified staff who elect not to take any health insurance. Full-time certified employees will receive $1,481 a year and employees who work more than halftime but less than full-time shall receive a prorated amount. The insurance stipend will paid monthly in their paycheck or an employee may opt to elect a State of Iowa TSA, which will be paid monthly through payroll. Employees must provide proof of health insurance coverage before receiving the stipend.

Health Insurance—Support Staff
Support staff working 7 or more hours per day (30 hours per week) qualify for full time benefits. Bus drivers' actual route driving hours will be taken into consideration in order to qualify for possible full time benefits. Mid-day preschool routes will be paid for two hours per day, these route hours do not qualify for leaves and benefits.

Each eligible employee, at the employee's choice, shall be covered by the group health and major medical insurance policy provided by the Board. Each employee may elect single coverage, full family coverage or no coverage. Each employee electing to take coverage shall pay the first five dollars ($5) of the monthly premium. It is the employee's responsibility to complete the enrollment form to either apply for or deny coverage. Coverage of eligible employees will start the first of the month after the month in which their contract begins. The Board's contribution to the eligible employee's insurance plan will end in the month of the last working day of the employee. Employees resigning in the summer will be required to repay the district for its contribution to their insurance plan retro-active to the month of their last regular working day.

The board shall contribute the balance of the cost of the premium for employees working 35 hours or more who elect single coverage under the Blue Cross/Blue Shield $1,500 Deductible Alliance Select Plan, $100 per month towards the premium for employees that work less than thirty-five (35) hours but at least thirty (30) hours per week,

and $85 per month toward the premium for employees who work less than thirty (30) hours but at least twenty (20) hours per week. Employees shall elect payroll deduction for their portion of the premium. Members of a family shall be covered only once by the group health and major medical policy provided by the Board.

Support staff will receive $85 a year if they do not elect health insurance. The insurance stipend will paid monthly in their paycheck or an employee may opt to elect a State of Iowa TSA, which will be paid monthly through payroll. Employees must provide proof of health insurance coverage before receiving the stipend. Bus driver's hired after June 30, 2013 will not receive a stipend of $85.00 to go towards health insurance. Employees shall elect payroll deduction for their portion of the premium. Members of a family shall be covered only once by the group health and major medical insurance policy provided by the Board.

Overnight Hospital Admittance—All employees
The Board will pay directly to the provider, upon receipt of a copy of the bill being submitted to the Business Manager, co-payment for fees associated with overnight or longer admittance to the hospital (admittance due to maternity is not covered). Full-time employees shall receive up to a maximum of $500. Employees who work more than half-time but less than full-time shall receive a prorated portion of the $500.

Dental Insurance—Certified Staff
Each employee, at the employee's choice, shall be covered with a single (Delta Dental) group dental insurance policy. The employee may elect full family coverage, single coverage, or no coverage. The board shall pay the entire cost for a single dental insurance policy for full-time certified employees. Employees who work more than half-time but less than full-time shall receive a prorated portion of this benefit if they elect to take dental insurance. The employee shall elect payroll deduction for payment of the family premium.

Dental Insurance—Support Staff
Dental insurance may be purchased at the employees own expense if allowed by the Health Insurance carrier.

Vision Insurance—All Employees
Vision insurance may be purchased at the employees own expense if allowed by the Health Insurance carrier.

All insurance benefits shall be subject to the rules, regulations and insurance policy terms of the insurance company providing such insurance.

Continuation
If the insurance carrier will allow the group insurance coverage to be continued during any unpaid leave of absence, the employee may exercise this option of continued coverage by paying the full premium, for each coverage, to the Board. This privilege shall expire at the termination of the leave.

Retiring certified employees shall have the option of continued coverage (health, dental and vision) by paying the full premium, for each coverage, to the Board.

Coverage
The Board provided insurance programs shall be for twelve (12) consecutive months for those employees who provide a full school years' service (as determined by the school year calendar), but in no event shall this coverage extend past the last day of August subsequent to the last day of the calendar. Employees hired after the start of the school year shall likewise have this benefit. Terminated and/or resigning employees who terminate employment with the school district prior to the last day on the school year calendar shall not be provided insurance past the last day of the month in which the termination of employment occurred. The Board provided insurance no later than the first day of the first month after initial employment, unless the insurance carrier has legal reason to decline coverage, should cover employees new to the district, who elect coverage.

All insurance benefits shall be subject to the rules, regulations and insurance policy terms of the insurance company providing such insurance.

The anniversary date for all employee group insurance policies will be July 1.

PROFESSIONAL DEVELOPMENT

All licensed employees wishing to move on the salary schedule in the fall must complete the Prior Request and Graduate Credit Certification form prior to the preceding June 1st. By September 15th, licensed employees must furnish to the superintendent suitable evidence of the successful completion of the additional educational credits.

LEAVES OF ABSENCES

The completion of submitting your leave request in AESOP is required for all employee absences. The absence must be approved by your primary supervisor. An explanation is required for all leaves other than personal and vacation.

Timely payment for substitutes also depends on the input of your absence into AESOP.

EMERGENCY LEAVES

The Superintendent will first need to approve emergency leave and then your primary supervisor. You will be required to complete an explanation and it should meet the two standards for emergencies as defined in the Working Agreement:

1) The event must be outside the control of the employee.
2) The event must require the presence of the employee.
Emergency leave requests whose rationales do not satisfy the two standards will be denied. The superintendent will be happy to discuss with you his reasons for denying any leave. Please contact him to arrange a mutually convenient time.

PERSONAL LEAVES

Employees must notify their principal or supervisor, by inputting their absence in AESOP five days prior to their taking personal leave. The only exception is cases of emergency.

JOB RELATED INJURIES/SAFETY

Any employee sustaining a work-related injury or illness shall notify his/her principal or direct supervisor immediately upon sustaining the injury or illness. Failure to notify the principal/direct supervisor may result in loss of Worker Compensation benefits.

Please see the appendix for more information about Worker Compensation and the procedures to be followed for job related injuries.

Located in the appendix is information on Universal Precautions. Universal Precautions prevent the transmission of infection by decreasing the potential risk of blood borne pathogen exposure. Please read and follow the recommendations outlined. Any concerns or questions may be directed to our school nurse.

FIELD TRIPS

The building principal must approve all field trips. All employees should go to the website http://transpo-mid-prairiecsd.rschooltoday.com/login/ to make a request for a school van or car. After the principal approves, the request will go to Teresa Hartley, our Transportation Director (thartley@mphawks.org), for her approval and assignment. All transportation requests should be made two weeks prior to the event needing school district transportation.

FEES FOR FIELD TRIPS

Field trip fees that schools charge have come under increased scrutiny. Please discuss any questions you have about possible fees with your building principal.

SCHOOL VEHICLES

School vans and cars are available for employees to use to attend school-related functions. School vehicles are not to be used for personal business. The Transportation Director is responsible for assigning the school vans and cars.
All employees should go to the website http://transpo-mid-prairiecsd.rschooltoday.com/login/ to make a request for a school van or car. If you are a new employee, please be sure to contact the transportation department ahead of time for your username. After the principal approves, the request will go to transportation for their approval and assignment. Once the assignment is complete, you will receive an e-mail confirmation. Per school board policy, employees using personal vehicles for school purposes risk being denied mileage reimbursement if a school vehicle is not requested first.

School employees and students should exercise sensible care of the school vehicles that are borrowed. School employees are responsible to clean a vehicle they return in a dirty condition. Any damage incurred to a school vehicle should immediately be reported to the Teresa Hartley, our Transportation Director at thartley@mphawks.org.

No school employee should use a cell phone while driving a school vehicle or bus. Research has shown that using a cell phone while driving impacts the driver's attention. If it becomes necessary during an emergency for the driver to use a cell phone, the driver should first pull the bus or school vehicle to the side of the road.

Under no circumstances should a student or volunteer be allowed to drive a school vehicle.

EXPENSES OF TRAVELING EMPLOYEES

Employees who may be requested to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel. Employees will be paid for all driving done between arrival at the first location at the beginning of their work day, provided, however, that if the distance from the employee's home to his/her first location or from the employee's last location to his/her home is greater than the distance between the employee's home and his/her base school, he/she shall be reimbursed for the difference in mileage. The same allowance shall be given for use of personal automobiles for field trips or other business required by the District if a District owned vehicle is not available.

DAILY MEMO

The daily memo will be sent from the Central Office via e-mail to your Mid-Prairie e-mail account. This e-mail will provide a means of communication between the Central Office and the entire district. It is important that you read this to keep updated on any events or changes.

FORMS

Copies of forms that are frequently used by employees are located on the Mid-Prairie website under Staff Resources. You will find copies of the current year's working agreements under documents. If you go to forms, you will find several forms pertinent to you. This will include, but is not limited to:

1) Blue Sheet
2) Coach Time Sheet
3) Direct Deposit Form
4) W-4 Forms
5) Fundraiser Form
6) Sub Time Sheet
7) Physical Form
8) Travel between Facilities Reimbursement Form
9) Extra Duty Payment Voucher
10) Workman's Comp Work Injury Report

HANDLING MONEY

If you have responsibility in the district for handling money, please see the regulation concerning this topic in the appendix. The amount of cash that may be kept in the school building for any one-day shall be sufficient for that day's operations. Funds raised by students shall be sent to the Central Office for deposit.

FUNDRAISING

Students may raise funds for school-sponsored events with the permission of the school board. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property.

Prior to fundraising, the student group will submit a request to the school board. The fundraising request form can be found on the website.

CHILDREN AT WORK

The district wants to be sensitive to employees with young children. However, at the work place, it is difficult to balance employee and parental responsibilities at the same time. Employees will be allowed to supervise their own children before and after school, however, children should be confined to the employee's classroom or workspace.

NUTRITION

The growing percentage of children in our society who are obese is fact. Obviously, schools are not solely responsible for this but we must do our part to provide a solution. Common sense should apply. Please refrain from using unhealthy snacks as a reward for the students.

CHEMICALS/LATEX IN SCHOOLS

Persons responsible for purchasing chemicals for the school district shall order no more chemical than what will be consumed within two years.

For the safety of our students, staff and the general public who use our buildings, the district is no longer allowing the use of latex in any capacity, in any school building, at any time of the day. Latex (rubber) is a substance that can have an immediate or life-threatening impact when a person is exposed to it.

CELL PHONE USE

Employees are allowed to use their personal cell phones at school. However, employees should use cell phones (including texting capabilities) only while on break and not during times they are instructing or supervising students.

VOLUNTEERS

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

Prior to beginning volunteer work, all volunteers must have a background check completed and approved. Please see board policies 903.1, 903.2 and 903.3 for more information about volunteers and visitors in our schools.

MAINTAINING TEACHING LICENSE

Allowing your teaching license or certification to expire means you can no longer legally teach in a public school in the United States. It is your responsibility to provide Carmela Ulin, our Human Resource Coordinator, with proof that your license is current. If you fail to have your licensed renewed prior to the expiration date, you will not be allowed to teach until it is deemed current by the BOEE. You will be able to use personal days first and then you will receive unpaid days until your license is renewed.

LATE TEACHER RESIGNATIONS

Teachers submitting a resignation between the June 1 and July 1 will be let out of their contract if a suitable replacement can be hired. Resignations submitted after July 1 will be denied.

EVALUATIONS—Certified Staff

Career Development and Performance Review for Career Teachers

Purpose

1. To support student learning
2. To support professional growth and career development for teachers
3. To encourage learning through collaboration among all school personnel
4. To use reflection and collaboration as tools for growth
5. To align individual career development goals with districts
6. To support growth in the Iowa Teaching Standards

Career Development Plan Process

1. The ***Individual Career Development Plan*** is drafted by the teacher. It will contain at least one measurable student achievement goal. It will identify any other staff members who are working collaboratively with the teacher as part of the plan.

2. The evaluator will meet with the teacher to review the draft plan, work with the teacher on any modifications needed, and approve the plan. Both the teacher and

evaluator will have a copy of the mutually agreed upon final plan. In those rare situations in which there is still disagreement, the evaluator makes the final decision.

3. Informal discussions of the progress of the plan may be initiated by either the teacher or the evaluator at any time.

4. If, during the term of the plan, a teacher wishes to modify the plan, the teacher will meet with the evaluator to discuss proposed changes and submit a revised plan for any agreed-upon changes. Both the teacher and evaluator will have a copy of the revised plan.

5. An annual conference will occur to review progress in meeting the goals in the plan, to review collaborative work with other staff on student achievement goals and to modify the plan as necessary. The teacher will complete the teacher portion of the ***Annual Update/Performance Review*** prior to the meeting. Based on the meeting, the evaluator will complete the evaluator comment section. A copy of the completed form will be provided to the teacher.

6. The teacher retains other materials created and collected as part of the ***Individual Career Development Plan.***

7. The law requires that "supporting documentation from other evaluators, teachers, parents, and students" be collected for the performance review. Teachers are encouraged to collect such documentation each year from one or two of the groups. This collection of data could be included in the action plan segment of the individual career development plan. In most cases, data may be collected that relates specifically to the teacher's goals or in other cases it may be more general. A teacher should be sure to keep any letters of commendation, awards, or more informal notes of praise and appreciation. Too often, teachers are too modest and don't draw attention to good things about their teaching.

   Below are some ideas for each group:

   Students – thank you notes, graded rubrics for projects, emails, letters, and student surveys

   Parents – questionnaires, notes of appreciation, emails, letters, parent surveys

   Teachers – notes about activities, emails

   Other Evaluators – notes, feedback from staff development and other activities

8. The teacher may have a representative present at any meeting involving the Career Development and Performance Review Process.

Mid-Prairie School District Performance Review Process

1. The Performance Review Process will be completed a minimum of once every three years.

2. At the time of the Performance Review the teacher will submit an ***Annual Update/ Performance Review Report*** describing progress on the individual career development plan.

3. The primary criteria for reviewing the ***Annual Update/Performance Review Report*** should be the effort, progress, and involvement reflected in implementation of the work and in the products of the plan. The evaluation will use the data from the ***Annual Update/Performance Review Report*** to complete the "Individual Career Development Plan" portion of the ***Career Performance Review***.

4. The evaluator will schedule and conduct a conference with the teacher to review both the ***Annual Update/Performance Review Report*** and the ***Career Performance Review***.

5. The evaluator will review both the ***Annual Update/Performance Review Report*** and the ***Career Performance Review*** and discuss it with the teacher in a conference held at a mutually agreeable time. Both the teacher and the evaluator will sign the form. If an evaluator indicates that a teacher is not meeting the expectations of the Iowa Teaching Standards, then those standards not being met must be identified. The information and evidence used to make this decision will be provided to the teacher. This conference can be included as part of the post-observation conference in those situations when the evaluator has no major concerns regarding the teacher's performance. The evaluator will observe in the classroom, complete the ***Career Performance Review*** form, and discuss it with the teacher.

6. The evaluation shall include, at a minimum, classroom observation of the teacher, the teacher's progress and implementation of the teacher's individual career development plan. The evaluation should include supporting documentation from other supervisors, teachers, parents, and students. The evaluation may include portfolios as evidence of teaching practices. A teacher may be comprehensively evaluated for purposes of performance review or recommendation for licensure, and shall be comprehensively evaluated for advancement in the career path established pursuant to the teacher quality law. For formal observations, there may be a pre-observation conference.

7. If the evaluator determines the teacher is not meeting the Iowa Standards, the evaluator and teacher will discuss future steps. While a joint decision is preferable, the evaluator will ultimately recommend:

    - Creating a new career development plan that focuses only on the Iowa Teaching Standards not met with a performance review held within twelve months, or

- Placing the teacher in the career teacher assistance program awareness phase; although the TINA process may begin at any time.

8. The teacher may have a representative present at any meeting involving the performance review process

Teacher in Need of Assistance

1. It is expected that most performance concerns will be resolved through informal discussions in a professional, collaborative manner.

2. The Teacher in Need of Assistance (TINA) Process is designed to provide clear intervention and remediation for experienced teachers whose job performance has been determined to not meet one or more of the Iowa Teaching Standards.

3. The decision regarding implementation of TINA may be collaborative, but may also be directive. This plan is intended to provide the highest likelihood for professional improvement.

4. This process may begin at any time.

5. Due to the personal nature of this process, confidentiality is expected of all participants.

6. Teachers will continue in the Career Development Process unless there is mutual agreement between the teacher and administrator to do otherwise.

7. The teacher may have representative present at all formal meetings.

8. Depending on circumstances, the district has legal right under Iowa law, to use other forms of interventions.

Intensive Assistance Program

1. An initial formal meeting will be held between the administrator and the teacher.

2. During the initial formal meeting, the administrator will convey to the teacher, in writing, the specific concern related to the Iowa Teaching Standard(s) and will review documentation supporting this conclusion.

3. During the initial formal meeting, the administrator will present to and discuss with the teacher a *Plan of Intensive Assistance* form, which identifies:
    a. Specific concern related to Iowa Teaching Standard(s)
    b. A plan of action outlining specific and realistic methods and strategies to be used and timeline
    c. Intended outcomes that are measurable
    d. Resources/support needed
    e. Follow-up meeting date(s)

f. Signatures of administrator and teacher

4. With the agreement of the teacher or at the request of the teacher, an Assistance Team *may be* considered a valid method or strategy to be used.

5. Membership on the Assistance Team will be voluntary. The administrator and the teacher will mutually select the members of the team. Assistance Team members will maintain strict confidentiality. Observations and comments made by members of the Assistance Team are not presented in writing, are not reported to the administrator, and do not become part of the teacher's evaluation. The assistance provided is targeted solely at helping the teacher improve her or his performance in relation to the Iowa Teaching Standards.

6. The duration of an Intensive Assistance Plan may not be for less than three regular school session months nor for more than nine regular school session months.

7. At the end of the Intensive Assistance Program, the administrator will reevaluate the teacher. The evaluation will state whether or not the teacher successfully completed the Intensive Assistance Program. If the teacher does not successfully complete the Intensive Assistance Program, the board may:

    1. Terminate the contract immediately.
    2. Terminate the contract at the end of the year.
    3. Continue the contract for a period not to exceed one year and the contract shall not be subject to termination provisions in 279.15.

Personnel File—Certified Staff

The evaluative material which may be placed in the employee's personnel file shall be as follows:

1. Materials related to the career development plans and evaluation
2. Statements of letters of commendations
3. Letters of discipline from the administration which shall include an explanation for the discipline, an optional written response from the employee, the signature of the employee to signify awareness of the discipline, and the length of time the administration deems the letter of discipline shall remain in the employee's file.
4. Physical exams
5. College and University transcripts and credentials
6. Teacher license (s): Permanent professional, professional, provisional, conditional, temporary and emergency
7. Certified personnel questionnaire
8. Letter of application and application form
9. Personnel folder date
10. Documentation of current child abuse report training

EVALUATIONS—Support Staff

Informed of Evaluation Procedures

Within six (6) weeks after the beginning of the school year employees shall be acquainted by the supervisor with the evaluation procedures to be observed. A new employee or an employee reassigned after the beginning of the school term shall be notified by the appropriate supervisor of the evaluation procedures in effect. Such notification shall be within six (6) weeks of the first day in the new assignment.

First Two Years of Employment

The performance of employees in their first two years in the District shall be formally evaluated a minimum of one (1) time each year and after two years minimum of once every other year or as deemed practical and necessary by the supervisor or his/her representative.

Formal Evaluation

The evaluator and the employee shall meet at a mutually agreeable time within ten (10) working days following any formal evaluation. Both parties shall sign a written evaluation and a signed copy shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of content. The employee shall have the right to submit an explanation or other written statement regarding any evaluation inclusion in his/her personnel file. Any written statement by the employee shall be made within ten (10) working days of the evaluation conference.

Complaints

Any complaints directed toward an employee which are placed in their personnel file are to be called to the employee's attention in writing within ten (10) days of the complaint.

Review of Personnel File

An employee, presently under contract, shall have the right to review the contents of his/her own personnel file during business hours with reasonable notice and security provisions. A representative of the Association may, at the employee's request, accompany the employee in this review. Confidential job recommendations shall be excluded. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become a part of said file.

Personnel File

The evaluative material which may be place in the employee's personnel file shall be as follows:

1. Formal/informal written evaluations;
2. Statements or letters of commendations;
3. Letters of discipline from the administration which shall include an explanation for the discipline, an optional written response from the employee, the signature of the employee to signify awareness of the discipline, and the length of time the administration deems the letter of discipline shall remain in the employee's file;
4. Physical exams;
5. Required licenses or training records;
6. Letter of application and application form.

Probationary Period

The first ninety (90) calendar days of active employment of an employee is a probationary period during which period there shall be no responsibility on the part of the District for the continued employment of the employee, and the termination of such probationary employees shall not be subject to challenge or made the subject of grievance. The probationary period for custodians must include ninety days of the year when classes are in session.

Notice of Termination or Dismissal

An employee being terminated or dismissed from any position, shall be notified in writing by the Superintendent or designee of such termination or dismissal seven (7) calendar days prior to termination, unless the employee is a danger to himself/herself or a hazard to other employees, school property, or has violated a state or federal law. Any employee who has received such notice of termination or dismissal shall be entitled to a meeting with the Superintendent or designee to discuss the termination or dismissal provided a written request for a meeting is received in the office of the Superintendent or designee within five (5) working days following the employee's receipt of such notice.

Hearing

After meeting with the Superintendent or designee, the employee shall be entitled to a hearing before the Board to discuss the termination or dismissal, provided a written request is received in the office of the Secretary of the Board within five (5) working days after the meeting between the employee and the Superintendent or designee. The Board shall have the final decision in determining the employee's employment status.

TRANSFER PROCEDURES

DEFINITION TRANSFER

The movement of an employee to a different job classification, grade level, subject area, building or extracurricular duty shall be considered a transfer. Seniority is lost when hourly employees start in a new classification.

NOTIFICATION OF VACANCIES

The Board shall post on the district website a list of the vacancies which occur.

EMPLOYEE INITIATED TRANSFER REQUESTS

Employees shall have five (5) workdays during the school year and ten (10) workdays during the summer, from the date of posting, to request a transfer. Employees desiring a change shall request a transfer by submitting a cover letter through the Teach Iowa website. Any such request must specify the grade, position and/or subject or extracurricular duty to which the employee desires to be transferred, the reasons for requesting the transfer and the school or schools to which the employee desires to be transferred.

ADMINISTRATION - INITIATED TRANSFER—Certified Staff

If the administration deems it advisable to transfer an employee, the affected employee shall receive written notice of the specific assignment no later than June 15 of the year preceding the transfer. If such transfer is not desired by the affected employee, the administration will afford the employee the opportunity of meeting with them to discuss the transfer in advance of its actual implementation. If the notification is later than June 15, will be paid at 80% of their per diem rate for three (3) days of preparation.

DECISION

The criteria to be used in assessing qualifications shall be based on the employees' professional background, certification, endorsements and past district evaluations. When said factors are substantially equal, district seniority shall be the deciding factor. No request shall be denied arbitrarily or capriciously, however, the superintendent's decision shall be final.

NOTIFICATION

The employee requesting transfer shall be notified of the superintendent's decision before it is presented to the school board.

OTHER FRINGE BENEFITS

Upon appropriate written authorization from the employee, the board shall deduct from the salary of any employee and make appropriate remittance for annuities, or any other similar plans or programs.

REDUCTION OF STAFF & RECALL—Certified Staff

The following factors will be used to determine individual employees to be laid off.

1. Normal attrition resulting from employees retiring or resigning upon the extent it is administratively feasible;

2. Persons with emergency or temporary certification;

3. Seniority within the curricular areas listed below:
   a. K-6, to include classroom teachers, Chapter I teachers, and Special Education teachers
   b. By departments Grades 7 through 12
   c. By departments K-12 when appropriate, such as music and physical education
   d. For purposes of staff reduction only, as provided in this Article, the Board shall by September 15 of each contract year assign and notify in writing each employee in grades 7 through 12 to one (1) curricular department area for which they are certificated. This department assignment will be the only assignment considered on a seniority basis for the employee;

4. Factors such as the individual employee's overall teaching experience, academic training, and qualifications for co-curricular program, ability and performance as an employee in the district as previously and currently evaluated by the appropriate administrators.

After the number and the names of employees to be laid off have been determined, notification will be made to the employees in writing by the date specified by state law.

Any individual re-employed by exercising his/her recall rights shall be given full credit for any relevant education or teaching experience he/she has obtained through attending college or other teaching employment during his/her period of layoff.

REDUCTION OF STAFF & RECALL—Support Staff

Whenever a reduction in employees is deemed necessary, employees affected by such reduction will be notified in writing by the Administration. Such notice will be furnished to the employee (s) affected at least thirty (30) days prior to the lay off date.

After the number and the names of employees to be laid off have been determined by the Board, notification will be made to the employees in writing.

Position Eliminated or Reduced

If a position is to be eliminated or reduced, the Board shall first reduce or terminate temporary or probationary employee positions within the department. If further reductions are necessary, notice of reduction shall then be given to the least senior employee in the department.

Departments are defined as follows: Secretaries, Custodians, Library-Media Secretaries, Lead Cook, Cook's Helper, General Cook, Associates, and Bus Drivers.
In the event an employee occupying the position held by the least senior employee in a department is required to hold special/mandated qualifications for the position, then the least senior employee can only be reduced or eliminated if another more senior current employee is qualified to fill that position.

All employees should receive individual contracts by May 15 for the following year's employment. Employees scheduled for significant reduction in their contracts will be notified as soon as practicable by administration.

REDUCTION OF STAFF & RECALL—All Employees

Employees will be recalled in inverse order of the layoff for any of the vacancies they are certificated to fill, and shall take precedence over voluntary transfers.

An employee selected for recall will be informed by the Board of his/her re-employment in writing. Such written notice shall specify the position to which the employee is being recalled and the date of such recall. Any such notice shall be emailed and mailed by certified mail, return receipt requested, to the last known address of the employee in question as shown on the school district's records. Any such notice shall be considered received by the employee on the date the return receipt is signed. It shall be the responsibility of each employee on layoff to keep the Board advised of his/her current address. Within ten (10) calendar days after an employee receives his/her notice of re-employment, he/she must advise the Board in writing that he/she accepts the position offered in such notice and that he/she will be able to commence employment on the date specified in such notice. Any and all re-employment rights granted to an employee on layoff shall terminate upon such employee's failure to accept within ten (10) days. In the event the certified mail is returned undeliverable, the employee's recall rights will terminate fifteen (15) days after the date of original mailing. However, if the position being offered is less time than the employee's previous position, or if the recall requires the employee to be temporarily certificated, then the employee may decline the offer in writing within ten (10) days of receipt without loss of recall rights.

Employees shall retain their rights to re-employment after a layoff for a period of eighteen (18) months following the date of the layoff.

Recalled employees shall be credited with all sick leave and benefits entitlements previously earned upon reinstatement.

Recalled employees shall continue to accrue seniority as if no break in employment had occurred.

APPENDIX A—Work Rules

Code No. 404.1

WORK RULES

The following work rules relating to personal conduct are issued by the Mid-Prairie School District to inform all employees of personal conduct considered unacceptable as a district employee. These rules are established so the district can fulfill its mission in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited behavior.

I. Work Performance

1) Intentionally giving any false or misleading information to obtain employment or a leave of absence or sick days.

2) Negligence in performance of assigned duties, or interfering with another employee's performance of duties.

3) Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.

4) Falsifying records or giving false information to employees and agencies responsible for recordkeeping.

5) Failure to provide accurate and complete information and reports whenever an authorized person requests such information.

6) Unauthorized disclosure of confidential information or records.

7) Loafing, loitering, sleeping or engaging in unauthorized personal business.

8) Failure to comply with health, safety, and sanitation requirements, rules and regulations.

II. Attendance and Punctuality

1) Failure to be at the work place, ready to work, at the scheduled starting time.

2) Leaving the work place before the scheduled quitting time without the specific approval of the supervisor.

3) Unexcused or excessive tardiness or absenteeism.

4) Failure to observe the time limits and scheduling of lunch, rest, or personal needs periods.

5) Failure to notify the supervisor promptly of unanticipated tardiness or absence.

III. Use of Property

1) Unauthorized or improper use of district property, tools, or equipment, including vehicles, telephones, computers, or mail service.

2) Unauthorized possession or removal of district or another person's private property.

3) Willfully damaging, destroying, or stealing property belonging to students, fellow employees or the district.

4) Unauthorized posting or removing of notices or signs from bulletin boards.

5) Unauthorized use, lending, borrowing, or duplicating of district keys.

6) Unauthorized entry to district property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

7) Unauthorized use of a district-owned vehicle for personal use.

IV. Personal Actions and Appearance

1) Threatening, attempting or doing bodily harm, fighting, or engaging in horseplay with another person.

2) Intimidating, bullying, harassing, interfering with, or using abusive language towards others.

3) Unauthorized possession of firearms or other weapons.

4) Making false or malicious statements concerning other employees, supervisors, students, or the district.

5) Use or possession of alcoholic beverages or narcotics during working hours, or smoking on district premises, or reporting to work under the influence of alcoholic beverages or illegal drugs.

6) Unauthorized solicitation for any purpose.

7) Inappropriate dress or lack of personal hygiene that adversely affects proper performance of duties or constitutes a health or safety hazard.

8) Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.

9) Failure to exercise good judgment, or being discourteous, in dealing with parents, students, the general public or fellow employees.

10) Fraternizing with students, including but not limited to touching, excessive conversation, or other non-job related personal contact with students.

11) Use of a cell phone while driving a district-owned vehicle on the road.

V. Ethics

1) Failure to adhere to the district's curriculum and instructional policies, procedures, and guidelines.

2) Furnishing, other than to school personnel, any list of names or addresses of students and failure to limit the use of commercial advertising in the classroom to those items that have the advance approval of the building principal or immediate supervisor.

3) Failure to follow the district's policy on addressing concerns through the proper administrative communication channels.

4) Personally benefiting from the sale of merchandise to any student.

5) Failure to report all arrests and convictions of a violation of law other than a minor traffic violation. (Exception: Bus Drivers shall report all moving traffic violations.)

6) Failure to comply with Chapter 25 (Code of Professional Conduct and Ethics) or Chapter 26 (Code of Rights and Responsibilities) of the Rules of the Educational Examiners Board (Chapter 282 of the Iowa Administrative Code).

Employees engaging in prohibited behavior risk discipline up to and including a verbal warning, counseling, oral or written reprimands, suspension with or without pay, or termination of employment. Additionally, where warranted, complaints to the Board of Educational Examiners and/or local law enforcement for criminal prosecution may be made where employees engage in prohibited behavior, which violates Rules of the Board of Educational Examiners or criminal laws or ordinances.

Cross Reference: 400 Employees

Approved: 04-13-09

Reviewed: 1-23-12, 11-28-16

Revised:

APPENDIX B—Employee Injury on the Job

Code No. 403.2

EMPLOYEE INJURY ON THE JOB

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 employee's immediate supervisor 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 Human Resource Coordinator to file worker's comp claims.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17 (2013).
1972 Op. Att'y Gen. 177.

Cross Reference: 403 Employees' Health and Well-Being
409.2 Licensed Employee Personal Illness Leave
414.2 Classified Employee Personal Illness Leave

Approved: 5-12-97

Reviewed: 11-12-01, 1-23-12, 11-28-16

Revised: 4-10-00, 6-9-03, 11-13-06

APPENDIX C—Universal Precautions

Code No. 403.3R1

UNIVERSAL PRECAUTIONS REGULATION

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.

1. Hands should be washed before physical contact with individuals and after contact is completed.
2. Hands should be washed after contact with any used equipment.
3. If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
4. 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:

1. Wear gloves.
2. Clean up the spill with paper towels or other absorbent material.
3. 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.
4. Dispose of gloves, soiled towels and other waste in a plastic bag.
5. 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.

1. Always wash the exposed area immediately with soap and water.
2. If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
3. 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.

APPENDIX D—Handling Money

Code No. 702 R

Regulation for Handling Money

Hot Lunch Funds Including A La Cart: All breakfast and lunch money, including a la cart, will be receipted in by the building secretary on three part receipts. The first receipt will go to Central Office, the second to the purchaser and the third will stay in the building. All receipts will be in numerical order. All hot lunch funds will become a part of the "larger" deposit which will be prepared by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken directly to the bank for deposit.

Vending Machine Money: The money, from vending machines which school employees take care of, will be enclosed in one-way plastic bags provided by Central Office for deposit in the bank. The bank will note that the bag arrived at the bank in an un-tampered with condition. The contents will be counted by the bank and then deposited. The school will receive a copy of the deposit slip for record purposes. The deposit will be credited to the school's activity account. Product for the vending machine will be paid for by check from the buildings activity account upon receipt by the Business Manager of an invoice from the vendor.

Registration Funds: All registration funds will be receipted in by the building secretary on three part receipts. The first receipt will go to Central Office, the second to the purchaser and the third will stay in the building. All receipts will be in numerical order. All registration funds will become a part of the "larger" deposit which will be readied by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken to the bank for deposit.

Athletic Concessions Funds: Anyone responsible for concessions at athletic events, football, basketball, wrestling, volleyball, track, baseball and softball, is to make sure that the money is counted by two adults responsible for running the concession stand. The Money Counter Report Form is to be signed by those two adults. The money may be held in the high school office for transport to Central Office the next business day. The money is to be readied for bank deposit by the Business Manager's secretary.

Athletic Gate Receipts: High School football and basketball admissions is the responsibility of the Athletic Boosters. The person responsible for running the booth is to make sure the money is counted by two adults responsible for selling admissions. The Money Counter Report Form is to be signed by those two adults. The money may be held in the school office for transport to Central Office the next business day. The money is to be readied for bank deposit by the Business Manager's secretary.

High School Annual Book and Ad Sales Funds: High School Annual book and ad sales are the direct responsibility of the Annual Advisor. He/she is to fill out the Money Counter Report form and sign it, declaring the sum. The money and a copy of the form is to be taken to the office. All annual funds will become a part of the "larger" deposit which will be readied by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken to the bank for deposit.

Fruit Sales Funds: Fruit sales are the direct responsibility of the FFA Advisor. He/she is to count the money , fill out the Money Counter Report form, and sign it, declaring the sum. The money and a copy of the report is to be taken to the office. All fruit sale funds will become a part of the "larger" deposit which will be readied by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken to the bank for deposit.

All Fund Raisers: All fund raisers are the direct responsibility of the head of the organization responsible for the fund raiser. He/she is to count the money, fill out the Money Counter Report Form and sign it, declaring the sum. The money and a copy of the form is to be taken to the office. It will be receipted in using the three part receipts. All fund raiser funds will become a part of the "larger" deposit which will be prepared by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken to the bank for deposit.

Any Activity Which Collects Money: Any activity sponsored by any staff member/school/district for which money is collected and which is not covered in the directives above shall be covered by the following. If there are expenses which are paid by the sponsor, a purchase order with receipts attached are to be submitted for payment. All funds collected for the event are to be sent to Central Office to be deposited in the buildings activity account. The funds are to be counted by the person responsible for the activity and he/she is to fill out the Money Counter Report form, and sign it, declaring the sum. The money and a copy of the form is to be taken to the office. The funds will become a part of the "larger" deposit which will be prepared by the building secretary for deposit in the bank.

Latchkey Fees: The Latchkey Coordinator shall use a three part receipt book. When receiving fees from parents the coordinator shall give the parent the second copy of the receipt. The original receipt shall be given to the building secretary with the fees. The building secretary shall receipt in the funds, giving the second copy of the receipt to the coordinator, the original to Central Office (with the original copy of the individual Latchkey receipts be attached) and the third will be kept in the building. All Latchkey Fees will become a part of the "larger" deposit which will be prepared by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken directly to the bank for deposit.

Larger Deposit Procedure: The "larger" deposit shall be a merging of all of the funds that are receipted in to the building. The various part of the "larger" deposit shall be accounted for with the second part of the three part receipts that have been written. On a document that will be called, "Deposit Report", the funds will be designated to individual accounts. The total on the "Deposit Report' shall equal the sum of the attached receipts. All of the funds in the "larger" deposit shall be accounted for on the bank deposit slip. The funds along with the Deposit Report and attached receipts, and the bank deposit slip shall be placed in a lock bank bag which will be transported unopened to Central Office and then to the bank.

Send Money To Central Office As Soon As Possible: Minimal funds are to be kept in the building. Money is to be removed to Central Office for deposit in the bank no later than the next business day after it has been received.

Lock Bags To Be Used: All buildings will be supplied with a minimum of two lock bags which will be used to transport money to Central Office.

APPENDIX E—Equal Employment

Code No. 401.1

EQUAL EMPLOYMENT OPPORTUNITY

The Mid-Prairie 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. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

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

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, gender, gender identity, national origin, religion, age, marital status, disability or sexual orientation. In keeping with the law, the board shall consider the veteran status of applicants.

Prior to a final offer of employment for any position (involving contact with students) the school district will perform criminal, child abuse and sexual abuse background checks. The district may determine on a case-by-case basis that, based on the duties, some positions within the district will require more thorough background checks. Based upon the results of the background checks, the school district will determine whether an offer will be made formal. If the candidate is a teacher who has received an initial license from the BOEE since October 2000, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Mid-Prairie Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed in writing to the Affirmative Action Coordinator, Amy Shalla, Mid-Prairie Community School District, Wellman, Iowa 52356, or by telephoning 319-646-6093.

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 Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50309, (515) 281-4121 o
1-800-457-4416, 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.

Legal Reference:
29 U.S.C. §§ 621-634 (2012).
42 U.S.C. §§ 2000e et seq. (2012).
42 U.S.C. §§ 12101 et seq. (2012).
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8 (2013).
281 I.A.C. 12.4; 14.1; 95.

Cross Reference:
102 Equal Educational Opportunity
104 Bullying/Harassment
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection

Approved: 2-14-83

Reviewed: 6-28-93, 1-23-12, 4-9-12, 11-28-16

Revised: 3-26-97, 6-10-02, 6-9-03, 11-13-06, 6-27-11

APPENDIX F—Insurance Carriers

For informational purposes only, the Insurance Carriers, for various protections, are herewith listed. This list is current as of the date of signing this contract, of which this appendix is attached. The listing of these carriers does not imply that the selection of carriers is negotiable.

Coverage	Carrier
Life Insurance	Lincoln Life
Long Term Disability (LTD) Insurance	Lincoln Life
Health and Major Medical Insurance	Wellmark Blue Cross/Blue Shield
Dental Insurance	Wellmark Delta Dental
Liability Insurance/Worker's Comp.	Employer's Mutual

APPENDIX G—Extra Duty

EXTRA DUTY PAYMENT VOUCHER

Date _____

Employee's Name _____

(Last) (First) (Middle Initial)

Building _____

Assignment _____

Reason for Assignment _____

_____

Hours or minutes of assignment _____

Amount to be Paid _____

Principal's Signature and Approval _____

Employee's Signature _____

Building principals will submit this form to the Business Manager's Office.

Business Office Verification _____

APPENDIX H—Social Media

Social Media Guidelines:

Social networks such as Facebook, Twitter, Instagram, Linked In, and Pinterest can be used for valuable educational purposes. After careful consideration of the potential benefits and with no fanfare, Facebook will be unblocked, joining the other listed social networks as potential tools for teachers and students to use responsibly.

The guidelines below are for your consideration when using any social network.

It's your responsibility. Ultimately, what you publish is your responsibility. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Trademark, copyright, and fair use requirements must be respected.

Protect confidential information. Be thoughtful about what you publish. You must make sure you do not disclose or use confidential information. Students, parents, and colleagues should not be cited or obviously referenced without their approval. For example, ask permission before posting someone's picture in a social network or publishing a conversation that was meant to be private. Student photos require parental consent so check the list of students who don't have parental consent before publishing anything!

If you chose to join or engage with District students and families in a social media context, do so in a professional manner, ever mindful that in the minds of students, families, colleagues and the public, you are a District employee. Be sure that all content associated with you is consistent with your work and with the District's beliefs and professional standards.

Are you adding value? There are millions of words out there. The best way to get yours read is to write things that people will value. Communication associated with our District should help fellow educators, parents, students, and co-workers. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, do their jobs, solve problems, or understand education better—then it's adding value.

Be a positive role model. The line between professional and personal relationships is blurred within a social media context. Educational employees have a responsibility to maintain appropriate employee-student relationships, whether on or off duty.

Participation NOT required. Students or families should not be required to create a Facebook, Twitter, or other social network account to receive information. Send out notices and information in a variety of formats to reach students and families in multiple ways.

Consider Facebook Groups and Events. Facebook groups can be very effective communication tools for specific school groups. In addition to a public setting, more privacy settings are available for Facebook groups. In closed groups, posts are only visible to group members. Group privacy settings can be adjusted to require members to be approved or added by admins. In groups, members receive notifications by default when any member posts in the group. Group members can participate in chats, upload photos to shared albums, collaborate on group docs and invite members who are friends to group events.

APPROPRIATE USE OF COMPUTERS, COMPUTER-LIKE EQUIPMENT, COMPUTER NETWORK SYSTEMS, AND THE INTERNET

The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer-like equipment, computer network and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment computer network and the internet.

The use of the District's computers, computer-like equipment, computer network and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of

the District's computers, computer-like equipment, computer network and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network and internet access includes, but is not limited to a violation of the following rules:

-Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on 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. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

-Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

-Do not disseminate or solicit sexually oriented messages or images.

-Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer without prior permission from the building principal, the superintendent or other appropriate personnel. Do not publish personal or private information about yourself or others on the internet without prior written permission. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.

-Do not use the District's computers, computer-like equipment and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

-Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., myspace, facebook,) or other similar services without prior permission from the technology coordinator or other appropriate personnel.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any

software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment or computer network systems without prior permission and/or supervision from the technology coordinator or other appropriate personnel.

-Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

-Do not use any encryption software from any access point within the District.

-Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not access the District's computers, computer-like equipment or computer network systems or use the District's internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.

-Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems and/or the District' internet connection without prior authorization from the technology coordinator or other appropriate personnel.

-Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.

-Do not play any games or run any programs that are not related to the District's educational program.

-Do not vandalize the District's computers, computer-like equipment or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment, computer-like equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment or computer network systems or any network connected

to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

-Do not use the District's computers, computer-like equipment and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement or political lobbying.

-Do not use the District's computers, computer-like equipment, computer network systems and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student may be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and

regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. Student use of e-mail is limited to District and educational purposes only. Staff email use that is not district and educationally related is restricted to lunch and break time. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The board will review and

update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or E-rate.

Legal References:	Iowa Code § 279.8 (2013).
Cross References:	502 Student Rights and Responsibilities
	506 Student Records
	605.5 Media Centers
Approved:	9-9-96
Reviewed:	7-15-02, 7-21-03, 10-8-07, 1-14-13, 4-9-18
Revised:	8-26-02, 07-09-12

Code No. 605.7

IMPLEMENTATION OF TECHNOLOGY PROTECTION MEASURES REGARDING THE USE OF THE DISTRICT'S COMPUTERS, **COMPUTER-LIKE EQUIPMENT,** COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the school district.

The internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the school district has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the school district to continually monitor the content of the internet, the school district will employ technology protection measures in the form of internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The school district's implementation of internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the school district to prevent students from accessing inappropriate and/or harmful materials on the internet. The school district makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated district personnel, by completing an Add URL to Blocked Status Form. Upon review, the technology coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status

Form. The technology coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the internet filtering software be disabled for bona fide research or other lawful purposes. A Bona Fide Research Form will need to be filled out and reviewed by the technology coordinator or other appropriate personnel before the internet filtering software is disabled.

Legal References: Iowa Code § 279.8 (2013)
Cross Reference: 605.6 Appropriate Use of Internet
Approved: 7-9-12
Reviewed: 1-14-13, 4-9-18
Revised:

APPENDIX I--Evaluations

Mid-Prairie School District
Individual Career Development Plan

Teacher Name	Building	Date

Specific Measurable Goal(s) (At least one must be a measurable student achievement goal and all must be written in a measurable manner that allows for progress to be noted.):

Collaborative School Personnel:

Rationale for the Plan:
What building and/or district student learning goals will this plan address?
What information/data will be used to document progress toward the goal?
Is this research based?

Check the Iowa Teaching Standards that are addressed in this plan:

	1. Enhance Student Achievement		**5. Monitoring Student Learning**
	2. Content Knowledge		**6. Classroom Management**
	3. Planning and Preparation		**7. Professional Growth**
	4. Instructional Strategies		**8. Professional Responsibilities**

Action Plan with Timeline:
Resources Needed to Implement the Plan:

Teacher Signature(s) and Date	**Evaluator Signature and Date**

Copy to be placed in personnel file

Mid-Prairie School District
Annual Update/Performance Review – Individual Career Development Plan

Teacher's Name	Building	Date

What progress have you made toward the completion of the plan?

Specifically, what needs to be done to complete the plan? I.e. Any additional support, resources, collaboration?

Are there any revisions needed?

_____
Teacher Signature and Date

Evaluator Comments:

_____
Evaluator Signature and Date

Mid-Prairie School District
Career Performance Review

Teacher: _____ School: _____

Evaluator:

_____

Observation
Date(s): _____

Staff member's teaching performance and progress on Individual Career Development Plan:

Staff member is meeting the expectations of the Iowa Teaching Standards

Yes
No

If "no" is marked, state which standard(s) is (are) not met and identify the information and evidence used to make the decision.

Evaluator Signature **Date**

Teacher Signature **Date**

Signature of the teacher does not indicate that the teacher agrees with the content of the review, only that they have received a copy.

Mid-Prairie School District
Plan of Intensive Assistance

Teacher: _____ Date: _____

Identification of Specific Concern Related to the following Iowa Teaching Standard(s):

Plan of Action including Methods and/or Strategies and Timeline:

Intended Outcomes:

Resources/Support Needed:

Follow-up meeting date(s):

_____

Administrator Signature Date

_____

Teacher Signature Date

Signature of the teacher indicates awareness of the form. The teacher has the right to attach any written comments within ten working days.

Mid-Prairie School District
Final Summary – Intensive Assistance Phase

Teacher: _____ Date: _____

Identification of Specific Concern Related to the following Iowa Teaching Standard(s):

Information and Evidence Documenting Administrator's Recommendation:

Administrator Recommendation:

1. Terminate the contract immediately
2. Terminate the contract at the end of the year
3. Continue the contract for a period not to exceed one year and the contract shall not be subject to termination provisions in 279.15.

_____

Administrator Signature Date

_____

Teacher Signature Date

Signature of the teacher does not indicate that the teacher agrees with the content of the review, only that they have received a copy. The teacher has the right to attach any written comments within ten working days.