

# ALLAMAKEE COMMUNITY SCHOOL DISTRICT

## STAFF POLICIES AND ADMINISTRATIVE RULES HANDBOOK

August 1, 2016

The purpose of this handbook is to provide all Allamakee Community School District employees basic information on policy and administrative rules.

Any questions about the material in this handbook should be brought to the appropriate building principal, immediate supervisor or superintendent.

I hope that you will find this handbook a tool for clarification of many of the day-to-day happenings in our schools.

*David Herold, Superintendent*

## **POLICIES AND ADMINISTRATIVE RULES AFFECTING ALLAMAKEE CSD PERSONNEL**

### **Phone Numbers**

Central Office (563) 568-3409  
High School (563) 568-3466  
Junior High (563) 568-6321  
East Elementary (563) 568-6304  
West Elementary (563) 568-6375  
Waterville Elem. (563) 535-7245

### **Important Policies below can be found online (Allamakee CSD website - [www.allamakee.k12.ia.us](http://www.allamakee.k12.ia.us)):**

- **Bullying and Harassment (Policy 104)**
- **Communicable Diseases (Policy 403.3)**
- **Hazardous Chemical Disclosure (Policy 403.4)**
- **Classified Staff - Vacations, Holidays and Personal Leave (Policy 414.1)**

**These policies are very important and should be read before employment at our school.**

### **Notice of Nondiscrimination (Policy 102)**

It is the policy of the Allamakee Community School District (ACSD) not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its 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:

(Title) Gretchen DeVore, Equity Coordinator

(Where located) Allamakee Community School District, 1061 3<sup>rd</sup> Ave. NW, Waukon, Iowa, 52172

(Telephone number) 563-568-3466

In addition, any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact the ACSD Equity Coordinator.

### **Equal Opportunity Employment statement (Policy 401.1)**

The Allamakee 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.

### **Employee Conflict of Interest (Policy 401.2)**

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

Employees have access to information and a captive audience that could award the employee personal or

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

It will also be a conflict of interest for an employee to engage in any outside employment or activity, which is in conflict with the employee's official duties and responsibilities.

#### **Employee Complaints (Policy 401.4)**

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal or Superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

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

#### **Confidential Records (Policy 401.5, 401.5R1 & 506.1)**

School employees are entrusted with confidential information, whether it is about students or employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violations of privacy laws.

#### **Transporting of Students by Employees (Policy 401.6)**

Generally, transportation of students shall be in a vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's vehicle. Employees who transport students for school purposes must have the permission of the Superintendent or his/her designee. In addition, staff members cannot drive their own vehicles to games or activities (with or without students) in a supervisory capacity without permission from the Superintendent.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance centers.

#### **Employee Travel Reimbursement & Use of District Vehicle (Policy 401.7)**

All expenses must be properly documented for reimbursement (**Receipts are REQUIRED**) as per law. Registrations that include a meal in the cost of registration are not considered taxable. Contact the Business Office if you have any questions.

The use of district vehicles will be permitted only with prior approval of the Superintendent or District Director of Transportation. Unauthorized use of district vehicles will be considered a serious violation of district policy and rule.

When district transportation is authorized, the employee needs to arrange for access to the vehicle and district gas credit cards, if appropriate, well in advance. REMEMBER: "Poor planning on your part does not necessarily constitute an emergency for someone else." Please contact your building administrator for transportation requests or talk to the District Director of Transportation if you have any questions. Vehicles are to be left at the district bus barn or other designated area when not in use, not at a personal residence.

#### **Employee Telephone & Cell Phone Use (Policy 401.12)**

District and personal phones and message devices are to be used appropriately at a time that does not

conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are for official school business. In the case of an emergency, a message may be received or telephone call made. We trust that employees will not abuse this phone use.

**Staff Members Dealing with Confrontation (Policy 402.5)**

It is understood that teachers and/or support staff may be confronted from time to time by upset students, parents, or community members. Our Allamakee Community School staff deserves the support of district administrators during these unfortunate occurrences. Building administration will make every effort to see to it that this type of incident will not interfere with the day-to-day classroom routine. They will make every effort to ensure that these types of confrontations do not take place during classroom time. In the very rare instance that staff is confronted by students, parents or community members during scheduled class time, they should contact the office immediately for support.

In the event of a confrontation outside of classroom hours or away from school, staff are advised to inform their building principal as soon as possible with details about the incident. When possible, confrontational discussions should take place in the presence of a district witness, preferably the building principal.

**Failure to Complete Reports/ Make Required Reports/On-the-Job Injuries (Policy 403.2)**

In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reporting, including timesheets, grade reports, student records, and testing results. Failure to meet the deadline may result in disciplinary action.

All on-the-job injuries shall be reported to the immediate supervisor and the principal in a timely manner within 24 hours of the incident. An accident report is required for this kind of reporting. This shall be done regardless of whether medical attention is required or not.

**Tobacco, Drugs & Alcohol Use for Employees (Policy 403.5)**

Allamakee Community School District is a tobacco free environment. No tobacco is to be used on any school property or in any school vehicle at any time. Alcoholic beverages, illegal substances and legal substances used illegally shall not be consumed at any time on school property or during the employee's work shift. Reporting to work in an unsafe condition, or in a condition that impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances during any work hours, while on district time or property, or while engaging in any district business will result in discipline, including immediate dismissal.

**Treatment of Patrons & Students in District (Policy 404 & 404.R1)**

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised or where they are being mistreated verbally or physically.

District students are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised. Employees must report any incident of mistreatment of students by a school employee immediately.

**Family and Medical Leave Act (FMLA)**

All employees that are absent for more than five (5) days in succession must fill out FMLA forms (including all information needed from your physician). **Please refer to Board Policies 409.3 or 414.3.**

### **Employee Time Sheets & Compensation (Policy 412.2)**

Any employees that use time sheets should mark them daily. Time sheets must be an accurate record of the workers' actual time worked. Under NO circumstances should anyone other than the individual employee be responsible for marking a time sheet. Staff members are not to clock in and out for each other. A staff member that clocks in/out for someone else will face disciplinary action including suspension or termination.

*NOTE: All employees are responsible for the time on the job, which they are assigned. Each employee must develop work habits and systems to eliminate backtracking or poor use of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers, or others interrupt your work with lengthy conversations, simply excuse yourself and say that you have work to do.*

Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to their scheduled start time. Employees are expected to be in their designated work area ready to begin work at their scheduled start time and the start and stop time should be accurately reflected on timesheets every day. To work overtime, that time must be pre-approved by the employee's supervisor.

Failure to comply with any of the rules and regulations dealing with time sheets will result in discipline up to and including termination.

### **Employee Overtime (Policy 412.2)**

Nonexempt employees (non-teaching staff) shall be paid time and a half (1 1/2) for all hours employed over forty (40) hours per week. Any paid holidays and vacations shall be included in the forty (40) hours.

### **Internet and Email Use by Staff (Policy 605.6)**

The internet and the use of email are not only a convenience in today's world, but a requirement for all teachers in the Allamakee Community School District. Staff members need to be up-to-date with the latest technology and must be able to use that technology to assist learning in the classroom as well as to enhance communication between staff, administrators, parents, and students and outside education related resources. The expectation of this technology literacy is the responsibility of all of us. All staff must accept the responsibility to learn and use these tools. Email and internet use are provided as a tool for staff to use as part of their job. Abuse of this tool by using it for personal use during contract time could result in disciplinary action being taken. The use of the school computer should not be for personal shopping during the contracted day. Non-school related email should be restricted to non-contract hours. Employees are discouraged from use of non-school email during contract hours as well. Examples include Yahoo, Hotmail, and local ISP web mail. If you have a special need for these email services, please make contact with your building principal and Director of Technology for electronic permission. District employees are urged to use great care and discretion when using social networking and blogging venues such as MySpace, Facebook, Twitter, etc. for school use. District issued technology is subject to inspection at any time and any device that is on our network is monitored 24 hours a day for inappropriate use. Social network usage as well as any internet browsing for other than school related business is not allowed during contract hours. Non-school related internet use is allowed within reason during break, lunch, and non-contract time only. Accessing, copying, or transmission of any material in violation of any US or State regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, pornography, or material protected by trade secret. Please report any concern of abuse to your principal immediately.

*Important Information: The District or District Technology Staff shall not be liable for users' inappropriate use of electronic communication resources or violations of copyrighted restrictions, users' mistakes or negligence, or costs incurred by the user. The District or Technology Staff shall not be responsible for ensuring the accuracy or usability of any information found on the internet. Only approved district staff is to manage or work on any district computer, network, software or any other program used by the Allamakee Community School District. If there is a need for outside assistance for any of our technology or equipment, permission must be approved by the Director of Technology and/or the Superintendent of Schools*

### **Certified Personnel**

All licensed staff, including teachers, school nurses, paraeducators, and bus drivers, shall file their original certificate with the Superintendent prior to the commencement of service. This certificate and approval form will be kept in the Central Office file during the individual's service in the Allamakee School System. It is the responsibility of the staff member to make sure they have the proper certification and their certification (license) is renewed as needed.

### **Licensure**

All licensed employees shall have the proper certification and licensure as required by the Iowa Department of Education and the Iowa Board of Educational Examiners.

Our district follows all regulations regarding State of Iowa evaluation and licensure renewal procedures for teacher induction, probationary teachers, and career teachers. A current copy of employee licensure and certification must be on file at the Central Office.

### **Security**

All district staff will be provided a district identification badge and are required to wear this identification at all times while in Allamakee Community School Buildings. (NO EXCEPTIONS) Visitors to our buildings are required to check into the building office immediately upon entering any district building. Visitors will be given a visitors pass by the office, which must be worn at all times during their visit. Staff members that observe visitors in the building that are not wearing identification or have not checked into the office should contact the building principal's office immediately.

### **Workplace Privacy**

The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and only to be used for conducting school district business.

In addition, it must be understood that while the use of equipment, desks, chairs, etc. is normally restricted to a particular classroom or department, the administration may use any school district property for alternate school business at their discretion. The property belongs to the district and not to the individual teacher, department head or department. (It is noted that certain items, such as Title 1, Special Education or TAG equipment is not to be shared outside of their department.)

As a part of their employment, the school district may make a desk or work space available to employees. The desk and the workspace are school district property. Because the desk and the workspace are District property, not the personal property of the employee, the desk and the workspace are subject to being inspected by the District at any time, with or without notice to the employee.

The district assumes no responsibility or liability for any items of personal property that are placed in the desk or workspace that is assigned to the employee. If the District conducts an examination or inspections under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

### **Student Teacher Supervision**

Student teachers are assigned, according to the needs of the college, to experienced teachers who are willing to give the necessary time and attention to this important aspect of teacher training. Each teacher who accepts this supervisory position commits himself/herself to the job of instructing these teacher candidates. The supervisor cannot be of assistance without being in the room. As experience and confidence are acquired by the teacher, it is no doubt valuable and important to them to be left on their own for short periods, but this should be the exception rather than the rule. NOTE: All student teachers are to have background checks on file in the Central Office.

### **Equipment**

No school equipment is to be transferred from one room to another or one building to another, without prior permission from the building principal. No school equipment will be allowed to be taken home without prior permission from the immediate supervising administrator.

### **Keys and Key Fob**

All school keys (including key fob) must be checked in and out with the building principal. Loss of keys or key fob must be immediately reported to the building principal. The staff member will be charged to have new keys made if the administration deems that this is necessary for the safety of the building and equipment. It is important to remember that no one other than school employees are to have access to any school keys. Students should NEVER be given keys or a key fob to the school.

### **Employee Tardiness**

An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income producing activity takes precedence over your job with the Allamakee Community School District.

### **Employee Leave Sheets**

All employees need to fill out leave sheets for any type of leave. These are done electronically (exception is for bus drivers). The leave forms (personal, unpaid, jury duty, bereavement, family illness, and professional) need to be filled out online at the Employee Self Service site on the school district web page. The leave will then follow the chain-of-command to be approved by your building secretary, principal and/or director and then the Superintendent's office for final approval. You will receive an email confirmation allowing or denial of the leave along with the substitute available to cover your work duty. Employees needing to cancel a preapproved leave will need to contact their building secretary, principal and/or director and the Superintendent's office to delete the transaction electronically. The substitute-calling secretary should be notified to cancel the substitute right away.

Leave eligible for the year will have the electronic site listed on the September payroll data. For professional employees, this information is also found in the Master Contract, page 9.

### **Leave Requests**

All employees are expected to file all electronic leave requests with their immediate supervisor in a timely manner, prior to the leave, in accordance with rules set in Board Policy and the Master Contract.

### **Employee Absence Due to Sickness**

Each employee is required to notify the proper person (substitute caller, secretary, immediate supervisor, etc.) as soon as it is apparent that he/she will not be able to work. This early notification will allow some time for the school to secure a substitute or make the proper arrangements needed for the day.

### **Contracted/Scheduled Hours**

Hourly employees are expected to work the assigned times set by their immediate supervisor. In the rare instance that additional hours are required, permission should be given by the immediate supervisor prior to working the extra time.

### **Pay on Trips**

Hourly workers will be paid normal working hours when attending assigned meetings for the school district that is held out of the district.

### **Transportation Requests**

All requests for transportation are to be filed on the appropriate form that is available in the Principal's office. This form includes the date, destination, number of miles, time schedule for the trip,

number of students going, and other information pertinent to the trip. No request will be honored without prior approval from the building principal or immediate supervisor. This form must be returned to the appropriate office (ultimately the Director of Transportation) at least three days prior to the scheduled trip. The district will reimburse at Master Contract rate for use of a private vehicle if a school vehicle was requested and denied or not available.

### **Fraud Protection**

It is the responsibility of all employees to immediately notify their immediate supervisor or the District Business Manager in the event of becoming aware of or suspecting any misuse of district funds or other fraudulent behavior by any district employee. District employees are expected to always perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline.

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. Any licensed employee will also be charged with fraud as a violation of the Iowa Board of Educational Examiners' Code of Ethics and the district will petition for license revocation.

### **Personal Profit**

District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners' Code of Ethics.

### **Miscellaneous Funds and Cash**

The amount of cash that may be kept in the school building for any one day shall be sufficient for the day's operations. Funds raised by students shall be kept in the Student Activity Fund and deposited in the designated bank as soon as possible (within 48 hours), and never to be kept at home.

### **Please Note:**

*All miscellaneous funds MUST be kept as part of the activities fund. No school official may collect or handle funds related in any way to Allamakee Community Schools without recording all receipts and expenditures in the district account. Usually, that account would be the building activities account. This means that all fundraising or sales of any product MUST be approved by your building principal and ALL MUST be recorded in the activities account. NO EXCEPTIONS*

### **Fundraising**

Students, Booster Clubs, and parent organizations may raise funds for school-sponsored events with the permission of the ACSD school board. The sponsor for the fundraiser needs to complete a fundraiser form, which includes the date, who the organization is selling to, and what the funds will be used for. The activity director will collect/organize the fundraiser forms and bring them to the school board in the spring prior to the upcoming school year for approval. Each fundraiser needs to be approved by the school board prior to the event as per Iowa Code. After the fundraiser is completed, the sponsor for the event must complete the fundraiser form and state the proceeds collected. All forms should then be returned to the activities director.

### **Purchasing**

No purchase is to be made without an authorized purchase order. All purchase orders MUST be approved and coded by the building principal or immediate district supervisor prior to requesting approval from the Superintendent. In addition, all purchases are to be local if possible. *Unauthorized purchases will become the responsibility of the individual and not the school district.*

### **Inclement Weather**

When school is canceled due to inclement weather prior to the start of the school day, you will be notified (staff will be notified by phone tree per building) over KNEI (radio), KVIK, KWWL, KCRG, KGAN, WKBT or you can check our website (we will post as soon as possible) at: <http://www.allamakee.k12.ia.us>. You

can also sign up for our notification system, SNOWCAP. This notification system will send a message to your email account or a text to your cell phone notifying you of any changes to the normal school day.

The missed day will have to be made up at a later date. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled.

### **Emergency Alert**

Should the school receive a warning of severe weather; the Superintendent's Office will notify all buildings. In the event a building is notified directly by the police or civil defense personnel, the Superintendent's Office should also be notified immediately. Each principal will provide a plan of action for his/her building and familiarize you with it. In addition, each principal will discuss with you the procedure to follow in the event of any emergency.

### **Copy Machines & Printers**

Each building is equipped with copy machines. These machines are for limited use by staff members. Staff members will be issued a code for all copy machines and are not to use another staff member's code. The administration utilizes software, which will track staff usage of copy machines and printers. This in turn will hopefully limit the use of these and help to bring down costs associated with these machines. In addition, the copy machines and printers are not to be used for personal use.

### **Copyright Policy**

The Allamakee Community School District shall abide by the federal copyright laws. The district permits employees to copy materials (print or non-print) allowed by copyright law, fair use guidelines, and specific licenses or contractual agreements. Any reproduction, use, or display of a copyrighted work by an Allamakee Community School District employee or student that is done outside of face-to-face classroom activities; is not directly related to or materially assists the classroom instructional content; or that which is reproduced to, displayed to, or performed to students beyond those officially enrolled in a particular class without the copyright owner's consent is considered a violation of district policy and federal copyright laws. District employees who willfully disregard the copyright law are doing so at their own risk and assuming all liability as well as any disciplinary consequences that will result from the school district and/or other legal authorities.

### **Planning and Conference Time**

Your schedule may provide for a period of time for planning or conferencing during a particular workday. It is important for all of us to have a 'short break' from the routine from time to time, but we should not use this break, as an entire period in a teachers' lounge accomplishing little that is constructive to self, students or the profession. Use of the lounge should be limited to short breaks during approved times in your schedule, rather than the entire period. Keep in mind, we should all be available to students during the day.

NOTE: Staff members are NOT to leave their rooms during class time or when supervising students. Anytime you leave your students unattended, you are putting yourself and the school in a very serious liability situation. In an emergency, get someone to cover your class or call the office.

### **Communication with Parents**

A very important part of our job as educators is to have good and regular communication with the parents of the students we have in class. There are many ways of accomplishing this. Some examples include phone calls, personal letters or cards, progress reports, welcome letters to students and parents, class newsletters, home visits, parent-teacher conferences, email, and more. We all need to do our part to encourage this kind of communication. Let us do all we can to make the parents of our young people active partners in their education.

### **Absenteeism**

In order to accomplish the goals and mission of the district, daily attendance by all employees is

imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of the workday. Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance (vacations and personal days, etc.) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his/her position and may be terminated.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to the designated starting time, is reason for disciplinary action. Leaves of absence without pay are not encouraged and are only approved at the discretion of the Superintendent in compliance with the Master Contract and/or Board Policy. It should be expected that requests for leave of absence without pay will generally be denied unless there is an emergency or circumstances that would be considered serious in nature. Every employee should know to whom they report absences and submit leave requests. If you have any questions about this, you should contact your building principal or the Central Office.

#### **Abuse of Breaks / Meal Periods**

Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid breaks such as lunch or dinner. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break. (Note: Teachers are not to leave the building grounds during prep time unless they have been given permission by the building principal.)

#### **Abuse of District or Co-Worker Property**

Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected that all employees will use care and caution using district and non-district property. Abuse, misuse, or unauthorized use of district property, private property, materials, and equipment is subject to disciplinary action.

#### **Fighting and Violence in the Workplace**

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action. In addition, violent acts will be punished to the full extent of the law. Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violations will incur discipline, up to and including terminations.

#### **Insubordination**

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

#### **Weapons in the Workplace**

The Board of Education believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline, including discharge. School district facilities are not an appropriate place for weapons, dangerous objects, and look-a-likes. Weapons, other dangerous objects, and look-a-likes will be taken from students and others who bring them into the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

#### **Mandatory Cooperation in Workplace Investigation**

Any workplace investigation conducted by administrative staff or their designee will receive the complete cooperation of all employees.

### **Mandatory Reporting of Post-Employment Arrests and Convictions**

Any employee who is arrested or convicted, shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.

### **Performing Unauthorized Work While on Duty**

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

### **Relationship with Students**

District employees are encouraged to create professional relationships with students to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Staff must always be in a position to be trusted and caring for students. Emails, text messages, or phone calls to a 'specific student' need to be carefully constructed or completed, and should be done with administrator approval. The district will not tolerate any inappropriate relationships.

### **Sleeping on the Job**

Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visits while on duty is strictly prohibited and will result in disciplinary action.

### **Classroom Climate**

It is the responsibility of each teacher to establish a climate within his/her classroom that is conducive to learning. This, of course, includes a position that the teacher is in charge of the class, but a more ideal condition is one in which mutual respect is shown between teacher and student. This cannot be fostered without both firmness and fairness. Belittling a student in front of his/her, class is never appropriate. As professionals, we have all learned techniques that are very effective for classroom management. Private conferences when possible, with a disruptive student can often bring positive results. It is seldom positive to deal with disruptive students when they have the audience of their peers.

### **District Lights, Doors, and Windows**

We all recognize the importance of conserving energy in our world today. We have an even more important responsibility to maintain a secure and safe environment for everyone that attends this learning institution. Please remember to keep all doors and windows shut and locked when you are not in a room at school.

### **Appropriate Footwear Policy**

#### **Policies and Procedures**

1. Employees should wear safe and appropriate footwear for work activities and site conditions.
2. Employees assigned to work in routinely wet/slippery areas (e.g., kitchens) should wear slip-resistant rubber-soled (not leather) footwear.
3. Maintenance and other employees exposed to foot injury hazards (such as but not limited to falling or rolling objects, objects piercing the sole, chemicals, electrical hazards, and/or slips) shall wear appropriate foot protection and are NOT permitted to wear open toe or sandal type shoes, or shoes constructed of light material such as vinyl, cloth, or canvas.
4. It is the supervisor's responsibility to determine the suitability of footwear for the task being performed.

#### **Appropriate Footwear**

Examples of appropriate footwear include:

- Closed toes and heels or heel supports (sling backs)
- Low heels that provide good ankle support and stability

- Nonskid soles
- Winter footwear should be worn during winter weather conditions.

Examples of inappropriate footwear include:

- Flip flops/beach shoes (all employees)
- Footwear with heels greater than 3" (all employees) Platform shoes with soles greater than 2" (all employees)
- Molded/plastic "gummy" shoes or "Crocs" (not appropriate for custodians, kitchen staff and bus drivers)
- Open-toed/open-backed shoes (not appropriate for custodians, kitchen staff and bus drivers)
- Sandals (not appropriate for custodians, kitchen staff and bus drivers)

### **SLIP AND FALL PREVENTION**

Slips and falls can be caused by any of these:

- Slippery and cluttered floors and stairs
- Uneven walking surfaces
- Loose or bumpy carpets and floor mats
- Defective ladders and foot stool
- Poor visibility
- Improper shoes

You must observe the following safety rules to prevent slips and trips:

- Report any tripping or slipping hazards to your supervisor immediately. Keep floors and stairs clean, dry, and non-slippery.
- Use warning signs to indicate wet floors and other walking hazards.
- Observe warning signs and barricades placed to segregate wet/slippery areas. Keep floors and stairs clear of debris and obstructions.
- Report any lighting inadequacies and replace any burned out bulbs and fluorescent tubes as soon as possible.
- Make sure mats and carpeting are free of holes and bumps that may cause tripping. Make sure stepladders are in good repair and have non-skid feet.
- Never stand on the top step of a stepladder. Do not use defective ladders.
- Do not use chairs, boxes, or tables as substitutes for ladders.
- Do not leave the oven, dishwasher or cupboard doors open. These may present a tripping hazard for you or your co-workers.
- Follow footwear policy.
- When in doubt, always ask your supervisor.

### **STAFF COMPUTER-USER AGREEMENT**

**As a user of an information system, I will adhere to the following security rules.**

1. I understand that use of the school issued and personal emails on the school's network/equipment can be subject to Iowa Open Records Law (Iowa Code 22).
2. I will use Allamakee Community School District information systems (computers, systems, and networks) only for authorized purposes. I will not load any software onto my School Computer, or network without the approval of my Administrator/Technology Director.
3. I will not try to access data or use operating systems or programs, except as specifically authorized.
4. I know I will be issued a user Login and a password to authenticate my computer account. After receiving them, I will secure them so no one else can use them.
5. I will not allow anyone else to have or use my password. If I know that my password is compromised, I will report this to my Technology Team and receive a new one.

6. I am responsible for all activity that occurs on my individual account once my password has been used to log on. If I am a member of a group account, I am responsible for all activity when I am logged on a system with that account.
7. I will not give my password to any person, including a student.
8. I will not tamper with my school owned computer to avoid adhering to policy.
9. I will never leave my computer unattended while I am logged on unless the computer is protected by a "password protected" screensaver.
10. I know that it is a violation of policy for any computer user to try to mask or hide his or her identity, or to try to assume the identity of someone else.
11. I understand that the web publishing of any photos or videos of students is prohibited without the written approval of the student's parents (See building secretary or principal for a list of students).
12. I will not forward chain emails or virus warnings. I will report chain emails and virus warnings to my Tech Team and delete the message.
13. I will not download file-sharing software (including MP3 music and video files), peer-to-peer software (i.e. KazaA,) or games onto my School owned computer or network.
14. I will not connect any personal IT equipment (for example, IPADS, IPODS, and phones) to the school network without the written approval of my administrator or the Technology Department.
15. I will comply with security guidance issued by the Technology Department.
16. I know that my actions as a user can greatly affect the security of the system and that my signature on this agreement indicates that I understand my responsibility as a user requires that I adhere to regulatory guidance.
17. I understand that my school owned computer and email accounts may be monitored and I consent to that monitoring.
18. I know I am subject to disciplinary action if I violate computer policy. This means that if I fail to comply with this agreement, I may be subject to adverse administrative action.
19. I will not use the district technology resources for no-school related activities including, but not limited to, personal or private business (with the limited exception during breaks such as lunch or non-working times). All work related email should be transmitted using ACS D issued email accounts.

**Acknowledgement: I have read the above requirements regarding use of Allamakee Community School District computers and network. I understand my responsibilities regarding these systems and the information contained in them**

2016-2017

Confidential Records (Policy 401.5, 401.5R1 & 506.1)

School employees (including substitutes) of the Allamakee Community School District are entrusted with confidential information - whether it is about students or employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violations of privacy laws.

I have read the Allamakee Community School District "Staff Policies and Administrative Rules (Work Rules) Handbook" and Confidential Records statement. I agree to abide by the contents of the handbook including the rules and regulation set forth in these guidelines.

Name: \_\_\_\_\_

Date: \_\_\_\_\_