

Teacher's Handbook

2021-2022



Whiting Community School

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www.whitingcsd.org

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Philosophy

The Whiting Community School District, a school corporation of Iowa, acting through its Board of Directors, subscribes to this philosophy of education. We believe service to children is the primary reason to exist.

Though reading, writing, arithmetic, and communication skills are the basics, we believe the purpose of the school should extend beyond academic skills. The school should cultivate the abilities to think, reason and adapt, because learning is multi-faceted and life-long.

Students should be exposed to health education and challenges to develop physical abilities. Students should be made aware of and involved in the aesthetic realm of life. Students should also be taught a sense of civic responsibility by conveying our nation's traditions, customs and aspirations. It is our intent that students will learn of their obligation to serve the broader community with their various talents and skills, and will learn of the role our nation plays in the economic, social and political structure of the world.

We believe the teaching of personal and moral values is the responsibility of the family and other social institutions. But we recognize the student learner is a social being and will learn about value systems through association with other students, faculty and administrators, whom we expect to adhere to high ethical principles.

It is our commitment to assist all students to develop a healthy self-concept, enabling them to think and act for themselves; to develop leadership potential; and to prepare each upon graduation to enter the job market, vocational and technical training or a college or university.

The Board of Education realizes an effective public school program must address the common needs of all children, yet recognize unique differences. We believe all students can learn and succeed and that success causes further success. A desirable learning atmosphere should include an appropriate level of challenge for each learner, a realistic opportunity to succeed on a frequent and continual basis and an unconditional acceptance of each individual regardless of factors such as race, gender and beliefs.

It is the policy of the Whiting School District not to discriminate on the basis of race, color, age (for employment), marital status (for programs), religion, national origin, creed, sex, sexual orientation, gender identity, socioeconomic status (for programs) or disability in its educational programs and its employment practices. Any person having inquiries concerning the school district's compliance with discrimination is directed to contact: Al Laboranti, Whiting PK-12 Principal; 606 West St., Whiting, IA 51063. (712) 455-2468 or at alaboranti@whitingcsd.org

Whiting Community School Mission Statement
***"Together, our mission is to prepare students to
become responsible citizens in today's world."***

Beliefs

1. We believe that the school, family and community should be partners in the educational process.
2. We believe students should become life-long learners and contributing members of society.
3. We believe students should have a thorough understanding of the principles of democracy.
4. We believe there should be high expectations and high ethics by all involved.
5. We believe the school should foster a safe environment for learning.
6. We believe individuals should be accountable for their own actions.
7. We believe there should be mutual trust and respect by all involved in the educational program.
8. We believe that diversity is an important part of society.
9. We believe students should obtain the necessary skills and background to enable them to independently broaden and deepen their knowledge of technology.
10. We believe that opportunities should be made available for the staff to continue to learn through participation in workshops, credit classes, and in service meetings.

Exit Outcomes

All graduates will:

- Possess a positive self-concept.
- Be self-motivated.
- Accept responsibility.
- Demonstrate concern, tolerance and respect for others.
- Demonstrate problem solving and decision making abilities.
- Demonstrate the ability to read, write, think, listen, speak and evaluate effectively in real life situations.
- Demonstrate proficiency in basic math, reading, writing, science and technology.
- Possess skills in adapting to personal and social change.
- Demonstrate behaviors that support a healthy environment.
- Demonstrate skills in expressing themselves creatively and responding to the creative works of others.
- Demonstrate understanding and appreciation of American culture, history and government.
- Demonstrate an understanding of world cultures.

Information All Staff Members Should Know About The Whiting CSD

Board of Education

A five person board governs the Whiting School. Current board members: President, Mr. Steven Murray, Dr. John Garred, Jr. Mr. Lucas Morton, Mr. Rob Meyer, TBD.

Administration

Randy Collins is the superintendent at Whiting. Al Laboranti is the elementary principal and secondary principal. Alex Lamp is our athletic director. Lisa Davis is our director of transportation.

Teaching and Support Staff

Heather Bryan	Special Education
Andrea Cain	JH Reading and Language Arts,Tech.
Kristen Cuffman	1st Grade
Phil Hubert	Government/History/Street Law
Heather Berkenpas	5 th Grade
Tricia Dieger	Family & Consumer Science, Health,
Amanda McGrain	Spanish, Psychology
Anne Weber	Kindergarten
Christine DeRochie	Math
Jennifer Bakke	Preschool
Lesley Hubert	English, NHS, Speech
Kristy East	Title I/V Reading /TAG
Nick West	JH Social Studies/JH English
Alice McQueen	6 th Grade
Vanessa Crawford	3 rd Grade
Avery Hieber	Business Education
Christopher Derry	K-12 Guidance Counselor/Homeless Liason
Christina Gard	7-12 Special Education
Harold Groves	Industrial Tech
Jenna Tanderup	2nd Grade
Al Laboranti	PK -12 Principal
Maddisen Storm	9-12 Science
Alex Lamp	K-12 PE
Alica Vande Hoef	Instrumental & Vocal Music
Tammy Sila	4th Grade
Dennis Peters	K-12 Media
Katie Breuning	K-12 Art, Yearbook, Senior Sponsor
TBD	Curriculum Director

Support Staff

Lori West	Board Secretary/Treasurer
Tracy Bell	Nutrition/Student Activity Secretary
Kathy Parr, Donna Cook & Susan Anderson	Lunch Program
Mike Gibler	Nurse
Lisa Davis, Mitch Carrier	Custodians
Skip West & Kathy Parr	Bus Drivers
Renee Cooper, Lacey Dawa,	Special Education Aides
Karen Kepford & Rachel Gerritson	

Organization of District

The Whiting Community School is a PK-6 , 7-8 middle school, and 9-12 high school.

Daily Attendance and Meal Counts

Attendance is done each day using JMC, the student information system. Teachers are to take attendance at the beginning of each day. Middle school and High School teachers are to take attendance at the beginning of each class period. This is most important that you take attendance each period. When there are holes in the attendance records, it indicates that our records are not complete. When a student has missed the four or eight absences, please remind the appropriate administrator to evaluate the need to notify the student's parents. Breakfast and lunch counts are to be sent to Tracy Bell or other designated office personnel at the beginning of the day. This is done using the JMC student information system.

Non-Discrimination Policy

Students, parents, employees and others doing business with or performing services for the Whiting Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, socioeconomic status, gender, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. 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:

Title Al Laboranti, Whiting PK-12 Principal

At Whiting Community Schools

Telephone 712-455-2468

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.

Multi-Cultural, Non-Sexist Policy

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with the above policy shall be made in writing to the superintendent or to the Title IX compliance officer, Al Laboranti, at 606 West Street, Whiting, Iowa or by calling 712 455-2468.

Medication

Any student who needs to take medicine at school must bring a signed note from home containing dosage and time medicine is to be taken and also the medicine in the original bottle. Only approved staff members may assist with the administration of the medicine. Over-the-counter medicines will not be provided to students.

Faculty Meetings

Faculty meetings generally are held once a month. Other special meetings may be scheduled as needed or when requested. All staff members must attend these meetings. If a conflict does arise, you must notify your building principal in advance so necessary arrangements can be made. Notify your building principal for an item to be placed on the meeting agenda.

Substitutes

Al Laboranti will contact substitute teachers for when they are needed. His telephone number is (712) 260-7177. When you are absent from your classroom for any reason, the following items must be available for the substitute:

- Lesson Plans for all classes with specific instructions. Please leave an educational plan that fills the entire period and can be successfully implemented by the substitute.
- Seating charts. Make certain that these are current and up-to-date.
- Attendance information, lunch count, and proper dismissal times for lunch
- How to locate specific materials and equipment
- Procedure for contacting the administration in cases where this is warranted.

If you are asked to cover any classes or In-School-Suspension, you should keep track of the period, teacher you are covering for and the date you are covering the class. After covering seven (7) classes (for at least 20 minutes per class), the proper documentation must be turned in to the building principal where your records will be reconciled with the office information and you are paid accordingly. Only classes that your building administrator requests you cover are counted in this total and only if you are covering during a regular prep period.

Teacher Work Day

The normal workday is 7:50 AM – 3:50 PM. All teachers are to be in the building by 7:50 a.m. If you arrive by 7:45 AM you may leave at 3:45. On the last workday of the week, teachers may depart after the busses depart. For all scheduled 1:15 dismissals, teachers must remain in the building until 1:30 PM. In cases of an emergency dismissal, teachers must remain until the busses have departed.

If you must leave the building during the day, or leave early at the end of the day, you must notify the building administrator so proper documentation can occur.

Hall Duty/Lunch Duty

Teachers must help with the supervision of hallway areas near their rooms. While it is impossible for all teachers to be in the hallway during all passing periods, every attempt should be made to help supervise this area.

If a need arises, teachers will be assigned breakfast duty and/or lunchroom duty on a rotating basis, as determined by the principals, to assist in the supervision of students.

Nurse

The school nurse will conduct scoliosis screening and eye checks on a regular schedule. Please leave notes if you have special concerns about the health of any student so he/she can follow up on their day here. School nurse can administer Tuberculosis tests and Hepatitis series for those who may come into contact with blood.

Employee Injury On Job

All employee injuries shall be reported immediately to the office. The Board of Education has approved Dr. John Garred Jr. to be seen for injuries which occur at work when the possibility of Workman's Compensation exists. Dr. Garred will refer staff members to other doctors if necessary. All injuries involving workman's comp must go

through Dr. Garred initially to qualify for a future claim(s).

Accidents

All accidents shall be reported to the office immediately. You must fill out a report so that a written record exists. When the school nurse is not present, Mr. Collins or Mr. Laboranti will examine the injuries. There are nurses readily available from the local doctor's office and an emergency unit is on call from the Onawa hospital for serious accidents.

School Cancellation and Late Starts

A text message/emial will be sent to staff members to relay messages regarding late starts or school cancellations. This information is also announced on most Sioux City radio stations and television stations if the timing is right. Only those authorized are to call in with announcements. The information will also be placed on the school website as soon as possible.

Money from Activities

A form for recording tickets is used for athletic events. Any funds collected for any activity shall not be left in the classroom. If you do not have time to count funds, place them in an envelope and have a secretary put it in the safe or give to the superintendent. Staff will be responsible for reimbursement of lost or stolen funds.

Purchases

Purchases shall be made only with advance written authorization. School purchase orders shall be used as required by school district procedures.

Foundation Requests

The Whiting Education Foundation does have funds available for some purchases in addition to what the school budget allows. Please use the forms which are available at the office and complete them fully. The superintendent, school board, and foundation board shall approve them in that order.

Daily Announcements

The announcements are **distributed by 10:00 a.m.** If you have any items to be placed in the announcements, please email the message to Tracy Bell (tbell@whitingcsd.org) by 8:30 a.m. If you do not have computer access, please clearly write the announcement and present it to Tracy before 8:30 a.m. The announcements are found in the announcement folder in the temp school folder.

Announcements will be posted on the gym doors in the office for all student announcements.

Notices for student recognition which are placed on students lockers should be

removed one week after the designated activity or the end of the season. When paper becomes tattered and an eyesore, students may be asked to remove before the end of a season. If you notice that there are inappropriate messages written on anything in the hall, please remove it and bring it to the attention of the PK-12 principal.

School News

Teachers are encouraged to write articles regarding specific activities in their classes. The Newsette will print most stories and occasionally a picture. We want our patrons to know what is happening at school. We want Education Foundation activities to receive sufficient publicity. Please use the digital camera from the office when the opportunity arises. As a minimum, we would like everyone to submit one article a semester.

We have also started a newsletter which will be sent to all Whiting patrons 4 times a year. We will ask that each teacher sign up for one article, minimum, a year. If you know of an activity you would like to share, please sign up during that time. More than the minimum would be great!

Tornado and Fire Drills

We are required to have two (2) tornado and two (2) fire drills each semester. There is a special horn for fire drills. Tornado drills are signified by an intercom announcement, "May I have your attention, we are currently under a severe weather warning, please proceed immediately to your designated safety area." Be sure the window which is to be used for a ladder exit is clear of any equipment which might hinder the ability of students to exit the room. During drills and/or actual emergencies, staff should close doors when leaving their rooms, take attendance once at the safety area, and, during fire or fire drill, take students far enough from the building to ensure safety (follow instructions on emergency posters by classroom doors).

Crisis Plan

The crisis plan for Whiting Community Schools should be reviewed carefully. Please keep the necessary emergency materials available. Please make certain that the crisis management plan is included in your substitute manual and that the critical information is placed on the lower right hand corner of the teacher's desk.

School Breakfast and Lunch

ALL school employees are to pay for their breakfast and lunches. There are only free lunches for students who qualify. Please pay your lunch and breakfast fees in the office; however, cash will be accepted in the lunch line. **Negative balances for any lunch account shall not be permitted due to financial limitations and constraints.**

Admission to School Activities

All staff and their spouses are admitted free to home school activities, minus conference tournaments, district, or state activities. Some conference passes are available for away activities. Teachers are paid to supervise home activities such as taking tickets and other extra-curricular duties.

Resignation From Signed Contract

Once a teacher has signed a contract, that contract is binding on both parties unless the board of education grants a release contingent on finding a suitable replacement.

Whiting has a policy that anyone requesting a release must pay the costs of advertising up to a maximum of \$1,000.

Use of School Vehicles

Teachers may check out the use of a school vehicle for professional meetings or student activities. Arrangements need to be made with Lisa Davis for vehicle availability. School vehicles are not to be taken home the night prior to the meeting or activity unless prior arrangements are made with the superintendent.

If a vehicle needs attention, please contact Lisa Davis immediately. Please log the mileage and use of the vehicle on the provided sheets, gas the vehicle when it is a half tank or less, and keep the interior clean.

Asbestos Notification

Each year parents, patrons, and staff are to be notified that there is an asbestos management plan on file in the Maintenance office. This plan has been adopted by the board of education. On the main bulletin board in the hallway of the office area a diagram indicates where asbestos is located. Every six months an inspection is made to make sure there is no "friable" (loose) asbestos. Once a year a formal inspection is made by an outside agency. All asbestos is encapsulated in the building itself and there is no danger to employees or students. The only friable area is in the tunnels located under the building and these have been sealed off.

Field Trips and Money-Raising Activities

Field trips should be carefully planned and be of an educational nature to justify the expense. All field trips and fund raisers must be approved by the appropriate principal.

Any time that a student may be excluded from the trip for disciplinary reasons, parents shall be informed of this exclusion prior to the day of the trip.

Progress Reports

Progress slips are sent or mailed home at the mid-point of the quarter and earlier where necessary. Teachers are encouraged to keep parents/guardians informed of their children's progress throughout the year. "Good news" reports and phone calls are also encouraged. Reports are encouraged when the teacher feels that a student is not working up to his or her potential. All progress reports are available online and should be mailed home when appropriate.

Teacher Cumulative Folder

Just like the students, we are required to have a file for each teacher. In this file there

must be a copy of the college or university transcript and a current copy of the teaching certificate. In addition there shall be proof the teacher has had the child abuse training which is required. Each teacher must have a physical on file with the school nurse. All new teachers must view the asbestos awareness tape which is available locally.

Performance Testing for Classroom Credit

We are now required by law to make available the opportunity for a student to test out of a particular high school class if he or she feels they are competent in that particular subject area. A test is made available when this request is made by a student. (Quarter and final tests for example).

Global Education

All teachers are to infuse into the curriculum global awareness. Since we are increasing our interdependence with other nations, global education is needed K-12. The district's board policy is attached which addresses this requirement.

Civil Rights Grievance Procedure

It is important for teachers to know who they contact and how the procedure is started. [See page 5 of this handbook].

Drug Free/Tobacco Free Facilities

School district facilities and grounds, including school vehicles, are off limits for tobacco. This includes electronic nicotine delivery systems (E-cigarettes). This requirement extends to employees, students, parents, and all visitors. This policy applies at all times including school sponsored and nonschool sponsored events. Persons failing to abide by this request are required to dispose of their tobacco or leave the school district premises immediately. It is the responsibility of the administration and all school personnel to enforce this policy.

Bullying, Harassment, Hazing, and Initiations

Please read the policy regarding harassment which includes definitions and grievance procedures. See attached policy (Code No. 104). Additional forms are found in policy handbook or contact the principal or superintendent for copies.

Search and Seizure

Please read this school policy which is attached at the end of this handbook. An administrator must be involved if such is necessary.

Student Abuse by an Employee

Anyone suspecting abuse of a student by an employee is to contact the Level I investigator, Mitch Gibler, school nurse, at 455-2468. The alternate is Rusty Collison, city patrolman at 423-2525. The level II investigator is a local policeman or Monona County Sheriff, Jeff Pratt at 423-2525.

Directory of Information/Publication of Photo or Video

Parents and guardians are asked to approve specific information which can be made public about each youngster. They are notified in the August school newsletter. Please be sure you as a staff member do not reveal any information which is normally confidential. We are only allowed to give out the following information regarding students: name, address, telephone number, date and place of birth, grade level, activity participation, weight and height, dates of attendance, awards received, and the most recent previous educational agency the youngster attended. Our parents are given the opportunity to deny any or all of the above information from being made public. Teachers should check with the office early in the year to determine if there are any students in their classes that have requested that their information is not to be shared. Parents are also given the opportunity to indicate if they wish to have their child's picture taken and published.

Open Enrollment

Students may apply for open enrollment to attend another district. The deadline for normal open enrollment applications is March 1 before the school year in which the open enrollment is to take place. However, for specific cases, a "good cause" reason may be used to allow a student to continue to attend a school where he or she has been attending before the movement or change in family. Open enrollment applications for kindergarten are open until September 1. Those requesting open enrollment may change their mind up to the first day of school.

Post Secondary Enrollment

Students wishing to take a college course which is not offered locally as a high school course may apply for the district to pay for a college class. Students arrange their own transportation. There are specific qualifications and requests are to be made to the guidance counselor. **We also offer two opportunities for students to receive Western Iowa Tech Community College credit while taking classes in our school. These courses are available through the Siouxland League of Schools.** For further information regarding this program, please see Mr. Derry.

Alternative Education/Student Assistance Team

Students who are having difficulties with their academic work, attendance, or behavior may benefit from attending Edgenuity classes. If you have concerns about a student, the process for referral will be through the guidance counselor who will arrange for the parents and staff to discuss the possible options.

Whiting Education Association

Even though Whiting does not have a formal bargaining unit, the members of the staff are invited to join the Whiting Education Association. Dues are minimal. The association does make recommendations when salaries are determined. In past years, recommendations have been approved by the board of education.

Flower Fund

All employees of the district are welcome to be a part of the flower fund for use when there is a need such as illness requiring hospitalization or a death in the family. This fund is handled by WEA (Whiting Education Association).

Building Care

Teachers are to close their own windows and turn off lights at the conclusion of the day unless other arrangements have been made. Staff (and students) are not to drive on the lawn area of the school or sidewalks, especially around the fitness building. Please use the designated parking areas and do not park in the circle.

Pay Periods

Paychecks are issued on the 15th of the month by direct deposit.

Staff Dress Code

Faculty and staff are required to adhere to professional standards of dress as outlined in the Iowa Teaching Standards. (Blue jeans and shorts may be worn only on certain days as outlined by local administration.)

Insurance

The school district provides access to health and dental insurance and will pay a set dollar amount towards the value of a single policy for a full-time employee. The amount paid by the board shall be determined at the sole discretion of the Board of Education. When both husband and wife are employed full-time by the school district, the district will pay a set dollar amount toward the cost of two single health and dental insurance policies. Employees who are employed more than half-time but less than full-time shall have premiums paid for by the district that match the percentage of the employees full-time equivalency as stipulated in the respective employees contract.

The district's current plan is a \$3,000 or \$2,000 deductible plan. In addition, the district provides long term disability and a life insurance policy. The additional insurance that is provided and the amounts paid are determined at the sole discretion of the Board of Education.

Waiver of Insurance/Remuneration

The Board of Education has suspended the plan and practice of providing an employee waiver of the district's health and dental insurance for remuneration. Those who are currently on the waiver should be permitted to continue.

Incentive for Endorsements

When additional endorsements are requested based upon the best interest of the school district, accreditation standards, curriculum standards, and/or staffing needs, the agreement outlined in Policy No. 406.3R1 will be offered.

Leaves of Absence

Personal Illness

Sick leave is for illness and the first year the employee receives 10 days. One additional day is added each year until 15 days of sick leave are awarded each year. These may accumulate up to 90 days plus another 15 days of a new year. Upon leaving the district certified employees are granted \$10 per day for each day of unused sick leave. Part time employees are calculated on a percentage basis. (409.2)

Emergency Leave

An employee may be granted up to 5 days. The leave must be for unforeseen emergencies beyond the employees control. (409.45)

Consolation Leave

Consolation Leave is available for up to 5 days per year for illness or death in the immediate family (which means husband, wife, mother, father, children, mother-in-law or father-in-law, brother, sister, brother-in-law or sister-in-law, aunt, uncle, grandchildren, or grandparents. Up to 5 days can be carried over to the following year for a total of 10 days. (409.35)

Personal Leave

Personal Leave shall be granted at full pay for business which cannot be transacted when school is not in session. **Please make arrangement for these days at least three days in advance except in cases of emergencies. The board has approved that the teacher will be compensated for any unused personal days at the end of the year.** Up to 4 days may be used if necessary and approved. When employees use a fourth day, substitute pay is deducted. (409.15.4)

Funeral Leave

Funeral Leave will be granted for up to 5 days per occurrence for the immediate family. One day may be granted by the administration for a close friend's funeral. (409.4)

Professional Leave

Professional Leave shall be granted upon the approval of the administration for attendance at activities which will enhance the delivery of educational services to the students. This may include but is not limited to workshops, seminars, school visits, professional meetings. A written request is needed at least 1 week prior to the date of the activity. (408.1)

Lesson Plans

The PK-12 principal will designate his procedure for lesson plans. Good planning is necessary if one is to know how well specific goals for the day have been reached.

Academic Expectations

The Whiting School District follows the academic expectations outlined in the Iowa Core.

Discipline for Students

Discipline problems cause more teacher failures than any other reason. Develop a good procedure for handling discipline problems in your classroom. Try to involve students in planning discipline procedures and classroom management when practical. Student ownership and consistency of enforcement will help foster more support for the procedures. A suggestion on how to approach this is to have a class discussion regarding expectations of quality work as well as quality classroom procedures and appearances. This is an excellent approach to building relationships with students developing a learning environment supported and desired by students.

There are usually a few students who do not comply with the standards of acceptable behavior in the classroom and throughout the building and at activities. Parent and guardian contact may be necessary for some behavior problems. Most of our parents/guardians are very supportive of the school. When a teacher sees students other than the ones he or she normally supervises acting in an improper manner, that teacher is to correct the misbehaving student (s). The student handbook has a specific penalties for infractions. If classroom work is carefully planned, materials ready, and expectations for work and behavior are clearly stated and enforced, there should be few discipline problems. Creating learning opportunities that are relevant to students' lives will boost student engagement, interest, and achievement.

Detention and In-School Suspension as well as out of school suspension are steps taken when necessary. The final step is expulsion.

Detentions

When a detention is assigned, the student will be given a minimum of 24-hours notice. Detentions will be served before or after school (at the teacher's discretion) with that teacher or with the principal. Failure to serve a detention by the time assigned will, after one warning, cause the student to be placed on a "restricted" list and he/she will not be able to practice or participate in any extra-curricular activities until the detention is served. A student on the restricted list also can be denied other privileges during the school day. Refusing to serve detentions is insubordinate behavior, and if a detention goes unserved, the principal will set an in-school suspension date for the student; if it is not served after in-school suspension, out-of-school suspension will be utilized. (Serving ISS or OSS does not eliminate the detention time, and necessary consequences will be used until a student takes care of that responsibility).

To aid in coordination between assigning teachers and the principal, the following detention procedure will be followed: It is the teacher's responsibility to enter the

infraction or incident into the JMC system and notify the parent or guardian. Be sure to let the student know when he/she has been given a detention and the due date for serving it. If the detention is not served by the due date, contact the principal and the protocol outlined above will be followed.

Removal from Class

If a student does not follow the rules, regulations, procedures, etc., in a teacher's classroom and causes disruptions to that class, the teacher may utilize a number of strategies to try to change those behaviors, typically such things as warnings/conferencing with the student, detentions, contacting parents, referral to counselor or principal, and so forth. Once a teacher has utilized those progressive kinds of actions, if a student does not or will not change behaviors, he/she will then be given a final warning by the principal, who will also contact parents in writing. If the behaviors continue, the student may be removed from the class for up to three days. If the student's behavior does not change at that point, he/she may be removed from the class for the remainder of the semester, placed in a structured study hall, and will forfeit credit in that class. (Students with disabilities which may affect behavior will first be referred to special education teachers).

Severe Clause

Serious acts of misconduct may cause a student to be removed immediately from a class and may also entail detention, in-school suspension, or out-of-school suspension. Students also need to realize that they need not be given "warnings" each day: if a student has been warned earlier in the day/week/month, the next step on the teacher's progressive discipline policy should be used.

High School Passes

Any student leaving a class or study hall after class has started is to have a pass. Students are to obtain passes from other teachers before the study hall begins if they are to be excused from study hall to go to another location.

When students are absent from school or tardy they are to obtain an admit slip at the office. These will be marked "excused" or "unexcused" depending on the reason and whether there is a note or a telephone call from the parent or guardian. Students may have up to two days for each absence to make up missed work, with special circumstances to be handled by the teacher or principal and teacher together.

High School Library and Study Hall

Study Hall teachers are encouraged to have seating charts which are especially helpful when a substitute is used. Keep these charts in the desk drawer. No pop in the classroom, study hall or locker hallways; pop is allowed in the gym lobby only. The librarian is responsible for student conduct in the main library area; however, the study

hall teacher who excuses students to go to the library main area is to keep his or her students under supervision also. Students are to have passes to leave the study hall to go to other areas of the building.

Grading System

Above the third grade, Whiting uses letter grades to indicate students achievement. An A or A- is superior work, B+, B, B- is above average work; C+, C, C- is average work; D+, D, D- is below average work. An "F" indicates very poor work and is unacceptable and must be repeated until improved. An "Incomplete" grade may be given until all work has been turned in especially in the case of illness over an extended period.

The district is on a quarter system. Parent-teacher conferences are to be held at the end of the first quarter and in the middle of the third quarter.

Tardiness

Classroom tardies will be kept by the teachers in their gradebook and in JMC on a daily basis. Excessive tardies will result in detention time as outlined in the student handbook.

Extra Curricular Participation

To participate in extra-curricular activities a student must be in attendance at school and attending classes from no later than 10:00 a.m. to the end of the school day. The only exceptions allowed will be if the student has a medical appointment or an extenuating circumstance that has been approved by the principal.

Internet Uses in the Classroom

The use of the internet is to be for educational purposes only. We encourage you to help students use the internet as a meaning learning experience. When using the internet, please make certain that you have developed a plan for usage and that this is properly supervised. In grades K-2 the teacher may access the internet with no student manipulation of the web site. In grades 3-5, the students may enter web site addresses given by the teacher and supervised by the teacher. In the middle school and the high school, the teacher is expected to monitor students who are accessing the internet. Students who have violated the internet usage rules will not be allowed to have access to the internet in our schools (length of restricted time to be determined by principal and teacher together based upon seriousness of incident and student intent).

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and
 - in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Use of School Facilities

No individual or group shall have access to any building for any activity unless first approved by the activities director and local administration. Completion of the district's facilities usage form is also required before any decision will be rendered. No keys shall be given out by school personnel (certified or non-certified) to any non-school individuals or groups. *Staff members who provide their key to anyone without following district procedure will be dealt with accordingly and will be held responsible for any negative consequences to include monetary restitution. This policy is meant to protect you and our district from possible damages brought on by unauthorized entry and/or legal malfeasance.*

Priorities for Use

Activities and programs of the Whiting Community School District directly related to the instructional and educational program of the district take first priority. Events or activities (a) designed to serve the youth and citizens or the individual school community which are planned and directed by school-attached groups, and/or (b) connected with the community youth recreation program will be permitted to use the school facilities when proper approval is attained.

Chemical Disaster Evacuation Procedure

Should there be a disaster nearby which is allowing chemicals to be released into the immediate area which could be hazardous to the population, we will use the following procedure for evacuating the building and busing students to an area not in danger of chemical vapors:

THE INTERCOM WILL BE USED TO SIGNAL THE DANGER AND EVACUATION TO BEGIN

Kindergarten students will be loaded in the vans with the teacher, and aides driving.

Grades 8, 9 and 10 will load onto bus #12.

Grades 1, 2 and 3 will load onto bus #95.

Grades 4, 5, 6 and 7 will load onto bus #10.

Grades PK, 11 and 12 will load onto bus #7.

Authorities will tell us which way to proceed depending on the wind. A possible location would be a neighboring school where telephones would be available, food, etc. Parents are not to come to the school to pick up youngsters; they may follow the bus to the new location and do so once the buses stop.

The teachers sponsoring the above grade levels will be expected to ride the appropriate bus and take a list for roll taking at their disposal.

Bomb Threat

Should there ever be a bomb threat, the students would be moved to the Congregational Church in Whiting until a search of the buildings is completed by authorities.

Additional Information and Information Needing Extra Emphasis

1. Our accounting system makes it necessary to have purchase orders used. They are available at the office and are signed by the superintendent if purchase is approved by him. P.O.'s must be used! **When purchasing supplies from a local store, prior approval must be received from the superintendent.**
2. If you purchase something for reimbursement (small items), receipts for the purchases must be attached. Specific items must be listed for auditing purposes. If necessary, write down the name of each item beside the cost if the receipt only shows the cost.
3. When receiving orders, be sure to turn in the packing slip. We should have a packing slip with each invoice received to know that the order was received and that it was complete.
4. Because activity accounts and hot lunch bills are approved each month by the board of education before payment, either there must be considerable planning ahead (for entry fees, for example) or the teacher will have to pay for the activity and be reimbursed after the next meeting.
5. Lodging will be secured by office personnel. Pre-approved expenses for meals are limited to \$5.00 for breakfast, \$ 7.00 for lunch and \$ 12.00 for dinner. Meals may be pre-approved for a larger amount by the superintendent. The district

pays mileage at \$.36 per mile if a teacher must use his/her own vehicle for travel to an approved activity. It is recommended that arrangements be made to use a school vehicle if at all possible. If a school vehicle is available and an employee chooses to use his/her own, mileage will be paid at \$.25 per mile.

6. Teachers may check out the use of a school vehicle for professional meetings or student activities. Arrangements need to be made with Lisa Davis for vehicle availability.
7. Should an employee be injured while teaching or sponsoring an activity, the injury must be reported immediately. Always be aware of your safety as well as the safety of the students. Report any potential hazards immediately.
8. Use of some school equipment for personal use away from the building shall be approved by the superintendent. Do not take any school-owned equipment home unless permission is given. This protects you.
9. Everyone pays for the school breakfast and lunch program if they eat. There are no exceptions.
10. COBRA will be explained by the board secretary. You are to be informed of the provisions should you cease employment here or if there is a change in your marital status and your spouse was on a family policy.
11. Some of our families do not want pictures in the newspaper of their youngsters so be cautious of which students you have pictures for the newspaper. It is usually a family where the location of the child is not to be known. We ask for permission on the registration forms.
12. You will receive a printout of your room (or department) inventory. Inventories must be updated to include any new acquisitions over the summer.
13. We have a tripod screen for use in the gym or other areas which may need a portable screen. We also have a portable one piece public address system available. It works on batteries if need be, but we must charge the batteries immediately after use if we are to prolong the life of the batteries.
14. A list of new students will be distributed as well as the names of any students who have moved.

No Child Left Behind Act

Notice To Parents Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents the right to get information about

the professional qualifications of their child's classroom teachers. Upon request, Whiting Community School will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of certification or degree.

We will also, upon request, inform parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in the child's school building. The information will be provided in a timely manner. Finally, Whiting Community School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

Notice Concerning Disclosure Of Student Recruiting Information

The No Child Left Behind Act of 2001 requires the Whiting Community School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses and telephone listings. Parents and secondary students have the right to request the Whiting Community School not provide this information.

What Is Expected From A Whiting Teacher By The Board Of Education & Superintendent

1. Meets state certification requirements
2. Reports to the principal/superintendent
3. Supervises students whenever necessary, not just in the classroom
4. Compliance with the Iowa Code of Professional Conduct & Ethics (Chapter 25)

Performance Responsibilities

1. Meets and instructs assigned classes in the locations and at the times designated in a prompt and efficient manner.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.

3. Creates a classroom environment that is conducive to learning and is appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and meets lesson preparation requirements (lesson plans).
5. Encourages students to set and maintain standards of classroom behavior.
6. Communicates the goals and objectives of the course and/or daily lesson to the students.
7. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Assess the accomplishments of students on a regular basis and provides progress reports as required.
9. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities, and reports problems when they arise.
10. Maintains accurate, complete, and correct records as required by statute, policy, and administrative regulations including inventory.
11. Refers possible learning disabled students.
12. Makes provision for being available to students and parents for education-related purposes outside the instruction day under reasonable terms.
13. Plans purposeful assignments and works cooperatively with the principal in the evaluation of performance.
14. Strives to maintain and improve professional competence.
15. Attends staff meetings and professional development activities.
16. Has the most recent teaching certificate on file as well as transcript of college or university work, child abuse awareness in service evidence, blood pathogen workshop evidence, and a physical.
17. Does not leave money in desk or cabinets.
18. Is aware of the copyright law.

19. Teaches "global awareness".
20. Teaches multi-cultural awareness and non-sexist awareness.
21. Uses technology in the classroom as well making students more aware of technology in the future.
22. Is aware of the affirmative action plan for the Whiting District.
23. Is aware of the asbestos location in the building and reports any disturbance to asbestos which is "disturbed" during the year.
24. Is aware of the grievance policy in the district.
25. Is aware of the "Directory of Information" requirement and does not release information that is confidential.
26. Is knowledgeable of the district's "drug-free" policy with **no exceptions**.
27. Meets Iowa teaching standards as adopted by the State Board of Education and those established in Iowa legislation.

Iowa Teaching Standards And Model Criteria

Adopted by the State Board of Education 5/10/02

The Iowa teaching standards and supporting model criteria represents a set of knowledge and skills that reflects the best evidence available regarding effective teaching. The purpose of the standards and supporting model criteria is to provide Iowa school districts with a consistent representation of the complexity and possibilities of quality teaching. The standards shall serve as the basis for comprehensive evaluations of teachers and as a basis for professional development plans. Each standard with suggested model criteria is outlined as follows:

83.4 (1) Demonstrates ability to enhance academic performance and support for implementation of the school district's student achievement goals. The teacher:

- a. Provides evidence of student learning to students, families, and staff.
- b. Implements strategies supporting student, building and district goals.
- c. Uses student performance data as a guide for decision making.
- d. Accepts and demonstrates responsibility for creating a classroom culture that supports the learning of every student
- e. Creates an environment of mutual respect, rapport, and fairness.
- f. Participates in and contributes to a school culture that focuses on improved student learning.
- g. Communicates with students, families, colleagues, and communities effectively and accurately.

83.4 (2) Demonstrates competence in content knowledge appropriate to the teaching position. The teacher:

- a. Understands and uses key concepts, underlying themes, relationships, and different perspectives related to the content area.
- b. Uses knowledge of student development to make learning experiences in the content area meaningful and accessible for every student.
- c. Relates ideas and information within and across content areas.
- d. Understands and uses instructional strategies that are appropriate to the content area.

83.4 (3) Demonstrates competence in planning and preparing for instruction. The teacher:

- a. Uses student achievement data, local standards, and the district curriculum in planning for instruction.
- b. Sets and communicates high expectations for social, behavioral, and academic success of all students.
- c. Uses student's developmental needs, background, and interests in planning for

instruction.

d. Selects strategies to engage all students in learning.

e. Uses available resources, including technologies, in the development and sequencing of instruction.

83.4 (4) Uses strategies to deliver instruction that meets the multiple learning needs of students. The teacher:

a. Aligns classroom instruction with local standards and district curriculum.

b. Uses research-based instructional strategies that address the full range of cognitive levels.

c. Demonstrates flexibility and responsiveness in adjusting instruction to meet student needs.

d. Engages students in varied experiences that meet diverse needs and promote social, emotional, and academic growth.

e. Connects students' prior knowledge, life experiences, and interests in the instructional process.

f. Uses available resources, including technologies, in the delivery of instruction.

83.4 (5) Uses a variety of methods to monitor student learning. The teacher:

a. Aligns classroom assessment with instruction.

b. Communicates assessment criteria and standards to all students and parents.

c. Understands and uses the results of multiple assessments to guide planning and instruction.

d. Guides students in goal setting and assessing their own learning.

e. Provides substantive, timely and constructive feedback to students and parents.

f. Works with other staff and building and district leadership in analysis of student progress.

83.4 (6) Demonstrates competence in classroom management. The teacher:

a. Creates a learning community that encourages positive social interaction, active engagement, and self-regulation for every student.

b. Establishes, communicates, models, and maintains standards of responsible student behavior.

c. Develops and implements classroom procedures and routines that support high expectations for student learning.

d. Uses instructional time effectively to maximize student achievement.

e. Creates a safe and purposeful learning environment.

83.4 (7) Engages in professional growth. The teacher:

a. Demonstrates habits and skills of continuous inquiry and learning.

b. Works collaboratively to improve professional practice and student learning.

- c. Applies research, knowledge, and skills from professional development opportunities to improve practice.
- d. Establishes and implements professional development plans based upon the teacher's needs aligned to the Iowa teaching standards and district/building student achievement goals.

83.4 (8) Fulfills professional responsibilities established by the school district.
The teacher:

- a. Adheres to board policies, district procedures, and contractual obligations.
- b. Demonstrates professional and ethical conduct as defined by state law and district policy.
- c. Contributes to efforts to achieve district and building goals.
- d. Demonstrates an understanding of and respect for all learners and staff.
- e. Collaborates with students, families, colleagues, and communities to enhance student learning.

Whiting Teacher Evaluation Instrument

(based on Iowa Teaching Standards adopted by State Board and Whiting Board of Education)

Iowa Teaching Standards and Model Criteria

The Iowa Teaching Standards appear in Iowa Code section 284.3. The Model Criteria were developed by the Iowa Department of Education with input from stakeholders and adopted by the State Board of Education on 5/10/02. Updated May 13, 2010.

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

Model Criteria

The teacher:

- a) Provides multiple forms of evidence of student learning and growth to students, families, and staff.
- b) Implements strategies supporting student, building, and district goals.
- c) Uses student performance data as a guide for decision making.
- d) Accepts and demonstrates responsibility for creating a classroom culture that supports the learning of every student.
- e) Creates an environment of mutual respect, rapport, and fairness.
- f) Participates in and contributes to a school culture that focuses on improved student learning.
- g) Communicates with students, families, colleagues, and communities effectively and accurately.

Teacher meets standard ____ *Improvement needed* ____ *Does not meet standard* ____

-

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

Model Criteria

The teacher:

- a) Understands and uses key concepts, underlying themes, relationships, and different perspectives related to the content area.
- b) Uses knowledge of student development to make learning experiences in the content area meaningful and accessible for every student.
- c) Relates ideas and information within and across content areas.
- d) Understands and uses instructional strategies that are appropriate to the content area.

Teacher meets standard ____ *Improvement needed* ____ *Does not meet standard* ____

-

Standard 3: Demonstrates competence in planning and preparing for instruction.

Model Criteria

The teacher:

- a) Uses student achievement data, local standards, and the district curriculum in planning for instruction.
- b) Sets and communicates high expectations for social, behavioral, and academic success of all students.
- c) Uses student's developmental needs, backgrounds, and interests in planning for instruction.
- d) Selects strategies to engage all students in learning.
- e) Uses available resources, including technologies, in the development and sequencing of instruction.

Teacher meets standard ____ **Improvement needed** ____ **Does not meet standard** ____

-

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

Model Criteria

The teacher:

- a) Aligns classroom instruction with local standards and district curriculum.
- b) Uses research-based instructional strategies that address the full range of cognitive levels.
- c) Demonstrates flexibility and responsiveness in adjusting instruction to meet student needs.
- d) Engages students in varied experiences that meet diverse needs and promote social, emotional, and academic growth.
- e) Connects students' prior knowledge, life experiences, and interests in the instructional process.
- f) Uses available resources, including technologies, in the delivery of instruction.

Teacher meets standard ____ **Improvement needed** ____ **Does not meet standard** ____

-

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

Model Criteria

The teacher:

- a) Aligns classroom assessment with instruction.
- b) Communicates assessment criteria and standards to all students and parents.
- c) Understands and uses the results of multiple assessments to guide planning and instruction.
- d) Guides students in goal setting and assessing their own learning.
- e) Provides substantive, timely, and constructive feedback to students and parents.
- f) Works with other staff and building and district leadership in analysis of student progress.

Teacher meets standard ____Improvement needed ____ Does not meet standard ____

-

Standard 6 : Demonstrates competence in classroom management.

Model Criteria

The teacher:

- a) Creates a learning community that encourages positive social interaction, active engagement, and self-regulation for every student.
- b) Establishes, communicates, models, and maintains standards of responsible student behavior.
- c) Develops and implements classroom procedures and routines that support high expectations for student learning.
- d) Uses instructional time effectively to maximize student achievement.
- e) Creates a safe and purposeful learning environment.

Teacher meets standard ____Improvement needed ____ Does not meet standard ____

-

Standard 7: Engages in professional growth.

Model Criteria

The teacher:

- a) Demonstrates habits and skills of continuous inquiry and learning.
- b) Works collaboratively to improve professional practice and student learning.
- c) Applies research, knowledge, and skills from professional development opportunities to improve practice.
- d) Establishes and implements professional development plans based upon the teacher's needs aligned to the Iowa teaching standards and district/building student achievement goals.
- e) Provides an analysis of student learning and growth based on teacher-created tests and authentic measures as well as any standardized and district-wide tests.

Teacher meets standard ____Improvement needed ____ Does not meet standard ____

-

Standard 8

Fulfills professional responsibilities established by the school district.

Model Criteria

The teacher:

- a) Adheres to board policies, district procedures, and contractual obligations.
- b) Demonstrates professional and ethical conduct as defined by state law and district policy.
- c) Contributes to efforts to achieve district and building goals.
- d) Demonstrates an understanding of and respect for all learners and staff.
- e) Collaborates with students, families, colleagues, and communities to enhance student learning.

Teacher meets standard ____Improvement needed ____ Does not meet standard ____

Note: Criteria circled are those observed or noted over time. Those not circled are those that are NA (not

applicable) because they weren't observed in a particular lesson or haven't yet been observed over time. (There is no expectation that all criteria will be observed in any given day/lesson).

Comments:

PROFESSIONAL GOAL(S):

- 1.
- 2.

Date(s)/Period(s) of Observation: _____

Signature of employee does not signify agreement but that they have seen and been given a copy of this document. Employee comments can be made below.

Signatures

Code No. 406.3

Licensed Employee Continued Education Credit

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

Licensed employees who wish to obtain additional education for advancement on the salary schedule must notify their supervisor by Sept. 15 of the school year. This additional education must be in the same area as the education that was required of the employee to hold the employee's current position with the school district. The superintendent has the discretion to approve credit outside the employee's endorsement or responsibility.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of a licensed employee on the salary schedule.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8 (2011).

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved June 14, 1989 Reviewed April 15, 2020 Revised January 21, 2013

Endorsement Incentive for Licensed Personnel

AGREEMENT ESTABLISHED BETWEEN Whiting Community Schools and
_____[EMPLOYEE]_____, regarding conditions of employment during the time for which
he is employed by Whiting Community Schools.

_____[EMPLOYEE]_____ will be reimbursed for the total cost of tuition and books for
college classes that are selected and approved in advance by the administration of
Whiting Community Schools. The administration will approve only those classes that
will lead toward teaching endorsements designated by the administration of Whiting
Community Schools.

Should _____[EMPLOYEE]_____ leave employment of the district after the fourth year of
this agreement _____[EMPLOYEE]_____ will not have any obligation for repaying the cost
of tuition and books for college classes. Should _____[EMPLOYEE]_____ leave employment
of the district after the third year of this agreement, _____[EMPLOYEE]_____ will be
responsible for paying back one-third (1/3) of the total cost of the books and tuition for
which he has been reimbursed by Whiting Community Schools. Should
_____ [EMPLOYEE] _____ leave employment of the district after the second year of this
agreement, _____[EMPLOYEE]_____ will be responsible for paying back two-thirds (2/3) of
the total cost of the books and tuition for which he has been reimbursed by Whiting
Community Schools. Should _____[EMPLOYEE]_____ leave employment of the district after
the first year, _____[EMPLOYEE]_____ will be responsible for paying back the full amount of
the total cost of the books and tuition for which he has been reimbursed by Whiting
Community Schools.

This agreement is set forth commencing on the _____ of _____, 20____.

Employee Name: _____

Employee Signature: _____

Date of Signature: _____

Administrator Name: _____, Superintendent

Administrator Signature: _____

Date of Signature: _____

Approved June 14, 1989

Reviewed April 15, 2020

Revised January 21, 2013

Licensed Employee Personal Illness Leave

Licensed employees shall be granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the licensed employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee shall report to work for at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year.

Sick leave may be accumulated up to a maximum of 90 days for a carryover to the next year for a licensed employee.

Evidence may be required regarding the mental or physical health of employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than the three consecutive days, the employee shall comply with the board policy regarding family medical leave

When the employee's leave balance is exhausted, absence for personal illness or temporary disability shall result in leave without pay from the district. Should the personal leave illness occur after or extend beyond the accumulated leave, the employee may request to be placed on leave in accordance with the Family Medical Leave Act.

If an employee is eligible to receive Worker's Compensation benefits, his/her sick leave shall be reduced in proportion to the amount of payment received relative to his/her full pay. If the employee is informed of and elects to receive full pay, then a full day of sick leave shall be deducted for each day of absence.

Legal Reference: Iowa Code Chapter 20; Sections 85.33; 85.34; 85.38(3); 279.40

Attorney General Rulings: O.A.G. 1952, p91; O.A.G. (Berkland) June 30, 1971; O.A.G. (Turner) June 30, 1971, p. 6681; O.A.G. (Turner) Feb. 9, 1972, p. 6928; O.A.G. (Miller) Feb. 27, 1980

Court Cases: Whitney v. Rural Ind. Sch.District. 232 Ia. 61, 4N.W. 2d 394 (1942).
Drinnen v. Heartland AEA 11 NW2d, (1983).

Code No. 409.3**Licensed Employee Family And Medical Leave**

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as the school year. Requests for family and medical leave will be made to the superintendent.

Employees are allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

links: [WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)
[WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)
[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)
[WH-382 Designation Notice \(PDF\)](#)
[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)
[WH-385 Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave \(PDF\)](#)

Legal Reference: *Whitney v. Rural Ind. School. District*, 232 Iowa 61, 4 N.W.2d 394 (1942).
26 U.S.C. §§ 2601 *et seq.* (2010)
29 C.F.R. Pt. 825 (2010).
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2011).
1980 Op. Att'y Gen. 605.
1972 Op. Att'y Gen. 177, 353.
1952 Op. Att'y Gen. 91.

Cross Reference: 409.2 Licensed Employee Personal Illness Leave
409.8 Licensed Employee Unpaid Leave
414.3 Classified Employee Family and Medical Leave

Approved June 14, 1989Reviewed April 15, 2020Revised January 21, 2013**Code No. 409.45****Licensed Employee Emergency Leave**

The board recognizes that certain emergencies may arise which would necessitate an absence not covered by sick leave provisions.

Employees may be granted five (5) days of emergency leave annually. The reason for

the leave must be unforeseen and beyond the control of the employee. The administration shall be notified as soon as possible concerning the request for an emergency leave of absence.

No deduction of salary will be made if the absence is approved.

Legal Reference: Iowa Code Section 20.9

Adopted: 6/14/1989

Reviewed April 15, 2020

Revised July 21, 2003

Code No. 409.35

Consolation Leave

All employees of the Whiting Community School shall be entitled to five (5) days each year for use for illness or death in the immediate family. The accepted interpretation of "immediate family" includes:

- mother/mother-in-law
- father/father-in-law
- brother/brother-in-law
- sister/sister-in-law
- husband
- wife
- children of employee or spouse
- aunt/uncle of employee or spouse
- niece/nephew of employee or spouse
- grandparents of employee or spouse
- grandchildren of employee or spouse

One day leave may be granted for the funeral of a close friend if approved by the superintendent. Five (5) days per year are granted with a total accumulation of ten (10) days allowed; however, no more than ten (10) days may be used per year.

When the employee's leave balance is exhausted, absence for consolation leave shall result in leave without pay.

Adopted: 2/17/1990

Reviewed: April 15, 2020

Revised October 15, 2012

Code No. 409.15

Licensed Employee Personal Leave

Leave with full pay will be granted to an employee for those personal needs, other than

those qualifying as sick leave, which obligate the employee to be absent from work.

Request for personal leave shall be submitted to the building level principal, and when practicable, shall be made in advance. The principal will notify the superintendent of the request for final approval.

If three [3] or more requests are submitted for any given day or sequence of time, leave will be granted provided there are adequate substitutes for the teacher and their instructional level.

The maximum number of days shall be three [3] days per year with no carry over to the next year.

The fourth day of personal leave will be provided with the stipulation that the teacher who chooses to take advantage of their fourth day will pay all expenses incurred including the substitute hired as his/her replacement [assuring a budget neutral option].

If a teacher chooses not to use the personal days allotted, he/she will be reimbursed at the rate of a substitute's pay for each unused day.

When the employee's leave balance is exhausted, absence for personal needs shall result in leave without pay.

Adopted: 2/17/2003

Reviewed April 15, 2020 Revised October 20, 2003

Code No. 409.4

Licensed Employee Consolation/Funeral Leave

All employees of the Whiting Community School shall be entitled to five (5) days each year for use for illness or death in the immediate family. The accepted interpretation of "immediate family" includes:

- mother/mother-in-law
- father/father-in-law
- brother/brother-in-law
- sister/sister-in-law
- husband
- wife
- children of employee or spouse
- aunt/uncle of employee or spouse
- niece/nephew of employee or spouse
- grandparents of employee or spouse
- grandchildren of employee or spouse

One day leave may be granted for the funeral of a close friend if approved by the

superintendent. Five (5) days per year are granted with a total accumulation of ten (10) days allowed; however, no more than ten (10) days may be used per year.

When the employee's leave balance is exhausted, absence for consolation leave shall result in leave without pay.

Adopted: 6/14/1989 Reviewed April 15, 2020 Revised January 21, 2013

Code No. 408.1

Licensed Employee Professional Development

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop and extend their skills. The board shall maintain and support an in-service program for licensed employees.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, shall be made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses of the program.

The superintendent shall have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the district's financial situation as well as other factors deemed relevant in the judgement of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

Legal Reference: Iowa Code Sections 20.9; 279.12

Adopted: 6/14/1989 Reviewed April 15, 2020 Revised January 21, 2013

Code No. 401.13R1

Staff Technology Use/Social Networking Regulation

General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, and should be saved and the school district will archive the e-mail records according to procedures developed by the technology coordinator.
- Employees may access the Internet for education-related and/or work-related activities.
- Employees should not use computer resources for personal use, including access to social networking sites.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted

software on the school district computer network. *See Policy 605.7, Use of Information Resources* for more information.

- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the technology coordinator.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Other Technology Issues

Rather than using personal cell phones, employees should contact students and their parents through the school district computer or phone unless in the case of an emergency or with prior consent of the principal. Employees should not release their cell phone number, personal e-mail address, etc. to students or their parents.

Employees, who are coaches or sponsors of activities, may create a text list of students and parents in order to communicate more effectively as long as the texts go to all students and the principal is included in the text address list.

Code No. 104

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of

bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
 - Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

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

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

and a copy shall be made to any person at the central administrative office at 606 West St., Whiting, IA.

Legal References: 20 U.S.C. §§ 1221-1234i (2010).
29 U.S.C. § 794 (2010).
42 U.S.C. §§ 2000d-2000d-7 (2010).
42 U.S.C. §§ 12001 *et. seq.* (2006).
Iowa Code §§ 216.9; 280.28; 280.3 (2011).
281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References: 502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Approved July 16, 2007 Reviewed February 18, 2020 Revised February 19, 2013

Family Educational Rights and Privacy Act (FERPA) Annual Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. The school district will not market or sell directory information without prior consent of the parent.

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the end of the first week of school to the superintendent. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district in writing that the school district to withhold the information. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Approved September 15, 2008 Reviewed August 19, 2019 Revised March 18, 2013

Code No. 502.8

Search And Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it shall not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference: U.S. Const. amend. IV.

New Jersey v. T.L.O., 469 U.S. 325 (1985).

Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930

Iowa Code ch. 808A (2011).

281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities

503 Student Discipline

Approved July 12, 1989 Reviewed August 19, 2019 Revised March 18, 2013

Code No. 502.8R1

Search And Seizure Regulation

I. Searches, in general.

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:
- (1) the age of the student;
 - (2) the sex of the student;
 - (3) the nature of the infraction; and
 - (4) the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Approved June 15, 1992 Reviewed August 19, 2019 Revised March 18, 2013

Code No. 404

Employee Conduct And Appearance

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

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

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

Legal Reference: Iowa Code § 279.8 (2011).
282 I.A.C. 13.25, .26.

Cross Reference: 104 Anti-Bullying/Harassment
306 Administrator Code of Ethics
401.11 Employee Orientation
403.5 Substance-Free Workplace
407 Licensed Employee Termination of Employment
413 Classified Employee Termination of Employment

Code Of Professional Conduct And Ethics Regulation

CHAPTER 25

282—25.1(272) Scope of standards.

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in IOWA CODE chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282—25.2 (272) Definitions. Except where otherwise specifically defined by law:

“Administrative and supervisory personnel” means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

“Board” means the Iowa board of educational examiners.

“Discipline” means the process of sanctioning a license, certificate or authorization issued by the board.

“Ethics” means a set of principles governing the conduct of all persons governed by these rules.

“Fraud” means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

“License” means any license, certificate, or authorization granted by the board.

“Licensee” means any person holding a license, certificate, or authorization granted by the board.

“Practitioner” means an administrator, teacher, or other school personnel, who provides educational assistance to students and who holds a license, certificate, or other authorization issued by the board.

“Responsibility” means a duty for which a person is accountable by virtue of licensure.

“Right” means a power, privilege, or immunity secured to a person by law.

“Student” means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

“Teacher” means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held

282—25.3 (272) Standards of professional conduct and ethics.

Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed

unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. *Fraud.* Fraud in the procurement or renewal of a practitioner's license.
- b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law or the laws of any other state or of the United States, provided that the offense is relevant to or affects teaching or administrative performance.

(1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:

1. Any of the following forcible felonies included in IOWA CODE section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
2. Any of the following criminal sexual offenses, as provided in IOWA CODE chapter 709, involving a child:
 - First-, second- or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - Lascivious acts with a child;
 - Detention in a brothel;
 - Assault with intent to commit sexual abuse;
 - Indecent contact with a child;
 - Sexual exploitation by a counselor;
 - Lascivious conduct with a minor; or,
 - Sexual exploitation by a school employee;
3. Incest involving a child as prohibited by IOWA CODE section 726.2;
4. Dissemination and exhibition of obscene material to minors as prohibited by IOWA CODE section 728.2; or,
5. Telephone dissemination of obscene material to minors as prohibited by IOWA CODE section 728.15.

(2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1)“b”(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:

1. The nature and seriousness of the crime or founded abuse in

- relation to the position sought;
 - 2. The time elapsed since the crime or founded abuse was committed;
 - 3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
 - 4. The likelihood that the person will commit the same crime or abuse again;
 - 5. The number of criminal convictions or founded abuses committed; and,
 - 6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. *Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in IOWA CODE section 702.17.
 - d. *Sexual exploitation of a minor.* The commission of or any conviction for an offense prohibited by IOWA CODE section 728.12, IOWA CODE chapter 709 or 18 U.S.C. Section 2252A(a)(5)(B).
 - e. *Student abuse.* Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:
 - (1) Committing any act of physical abuse of a student;
 - (2) Committing any act of dependent adult abuse on a dependent adult student;
 - (3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
 - (4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
 - (5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee; or
 - (6) Failing to report any suspected act of child or dependent adult abuse as required by state law.

25.3(2) Standard II—alcohol or drug abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving

students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) *Standard III—misrepresentation, falsification of information.* Violation of this standard includes:

- a.* Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
- b.* Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c.* Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d.* Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282—Chapter 17.
- e.* Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) *Standard IV—misuse of public funds and property.* Violation of this standard includes:

- a.* Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b.* Converting public property or funds to the personal use of the practitioner.
- c.* Submitting fraudulent requests for reimbursement of expenses or for pay.
- d.* Combining public or school-related funds with personal funds.
- e.* Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) *Standard V—violations of contractual obligations.*

- a.* Violation of this standard includes:
 - (1) Signing a written professional employment contract while under contract with another school, school district, or area education agency.
 - (2) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract. An administrator shall make a good faith

effort to determine whether the practitioner has been released from the current contract.

- (3) Abandoning a written professional employment contract without prior unconditional release by the employer.
 - (4) As an employer, executing a written professional employment contract with a practitioner, which requires the performance of duties that the practitioner is not legally qualified to perform.
 - (5) As a practitioner, executing a written professional employment contract, which requires the performance of duties that the practitioner is not legally qualified to perform.
- b. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
- (1) The practitioner obtained a release from the employing board before discontinuing services under the contract; or,
 - (2) The practitioner provided notice to the employing board no later than the latest of the following dates:
 1. The practitioner's last work day of the school year;
 2. The date set for return of the contract as specified in statute;or,
 3. June 30.

25.3(6) Standard VI—*unethical practice toward other members of the profession, parents, students, and the community.* Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.

- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1)“b”(1) which requires revocation of the practitioner’s license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one’s practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under IOWA CODE section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under IOWA CODE section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) *Standard VII—compliance with state law governing student loan obligations and child support obligations.* Violation of this standard includes:

- a. Failing to comply with 282—Chapter 9 concerning repayment of student loans.
- b. Failing to comply with 282—Chapter 10 concerning child support obligations.

25.3(8) *Standard VIII—incompetence.* Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.
- b. Willfully or repeatedly failing to practice with reasonable skill and

safety.

PLEASE SIGN THE FOLLOWING FORM AND RETURN TO MR. LABORANTI NO LATER THAN THE FIRST DAY OF CLASSES.

I have received the 2021-2022 Whiting Teacher Handbook. I am aware of the contents and all rules and regulations stated therein.

Faculty Member Signature

Position Held

Date

