



**2021-2022**  
**Employee Handbook**

*Central Lyon Community School District*

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## DISTRICT STATEMENTS OF PURPOSE

### Mission

To provide an education and the opportunity for all students to become productive, life-long learners.

### Vision

Excellence. Integrity. Empowered.

### Core Values & Collective Commitments

- Exhibit Excellent Character & Servant Leadership
- Make & Honor Collaborative Decisions
- Communicate Openly, Honestly & Frequently
- Be Transparent but Respectful of Privacy
- Model Respect & Advocate Equity for All

### Goals

1. Safeguard the health, safety & wellbeing of our students, staff & community.
2. Empower Students
  - The Central Lyon District will do whatever possible to provide the best education for students of all ages, and all abilities. This includes providing academic programs that analyze the needs of a wide variety of students. High performance by all students and staff in all programs is the expectation of the Central Lyon School Board.
3. Empower Staff
  - All Central Lyon employees are expected to perform at the highest levels, to be professional, to be role models for students, to use resources - including technology appropriately. All staff will realize that we are here for the students first, and that all decisions and actions will be based on this premise. Everyone is accountable to our public, but more importantly our students. The Central Lyon School Board expects accountability from all employees of the district. Every aspect of professionalism is expected to be at the highest levels. This includes fulfilling the expectations of the contract to the fullest.
4. Empower Families & the Community (*in development*)
  - The Central Lyon District will partner with families and the community to support the development of all students.
5. Ensure Financial Health
  - The Central Lyon District will maintain a strong financial status while continuing to fulfill and maintain the needs of the academic program. by providing proper staffing levels and regular curriculum revision. All programs and expenditures must be examined to ensure efficiency and effectiveness within the spectrum of the overall educational program.
6. Develop World-Class Facilities & Infrastructure
  - The Central Lyon District will maintain and provide the necessary and most up-to-date physical plant and equipment purchases including good facilities for all programs, above standard transportation fleet, and up-to-date applicable technology. This will be accomplished through rotational spending and continuous upkeep to provide the best possible amenities to the students and staff while utilizing public tax dollars in a responsible and cost-effective manner.

## Educational Philosophy

As a school corporation of Iowa, the Central Lyon Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to, and encourages critical thinking in, the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program, and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility, and respect for authority.

## Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at [www.centrallyon.org](http://www.centrallyon.org). Employees are expected to know existing Board policies and refer to the policies when necessary. If you have questions about Board policies, please contact your principal.

## Climate & Culture

Building and District climate is an important aspect of providing a positive workplace and educational experience for our students. All employees are expected to assist in the development of a positive climate at all times. This includes maintaining open and respectful communication with other employees. Employees should avoid negative and hurtful gossip, and/or endorsing disparaging comments about the District or its employees.

The District acknowledges that its employees have the right under the First Amendment as private citizens to speak out on matters of public concern. However, the District has the right to regulate the speech of employees in specific circumstances. Accordingly, it is essential that employees conduct themselves in such a way that their communications, both personal and/or educational, does not adversely affect their position with the District.

## Embracing Our Diversity

Our commitment is to celebrate our diversity and utilize our cultural, social, and community resources, while embracing changes to enhance student learning.

## Equal Opportunity Employment

*(School Board Policy 401.1)*

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where

women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

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

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Central Lyon Community School District, 1010 S Greene St, Rock Rapids, IA 51246, or by phone at (712) 472-2664.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to:

- The Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, [www.eeoc.gov/field/milwaukee/index.cfm](http://www.eeoc.gov/field/milwaukee/index.cfm)

OR

- The Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <https://icrc.iowa.gov/>.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

### Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the District reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time with Board approval. Any changes during the school year will be documented in the School Board minutes.

## COMPENSATION & BENEFITS

### Licensure

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the District cannot pay an employee who does not have a current license, authorization or certification. Employees in these positions must provide a copy of their certificate or license to the School Business Official. Specific information regarding a teacher, coach, or administrator license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at [www.boee.iowa.gov/](http://www.boee.iowa.gov/).

### Group Insurance Benefits

Employees who work 20 hours per week are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees.

New employees to the District shall be covered by elected insurance on the first day of the month following their start date. Coverage will continue until the last day of the month in which the employee ends employment or until August 31 for employees ending employment after the full school year for ten (10) month employee groups.

The District will provide access to the following insurance benefits:

- Major Medical Insurance (dependent insurance available)
- Dental Insurance (dependent insurance available)
- Vision Insurance (dependent insurance available)
- Life Insurance
- Long Term Disability Insurance
- Flexible Spending Account Plan
- Iowa Public Employees Retirement System (IPERS)
- Workers' Compensation
- Unemployment Compensation
- 403b Plan

The selection of the insurance carriers and the administration of insurance programs shall be the responsibility of the Board, with guidance from the School Business Official and Superintendent. This responsibility shall not include payment or processing of claims other than exerting the District's best efforts to assure timely payment of claims. The responsibilities for administration of the insurance program are those of the insurance carrier.

In the event an employee is absent due to a recognized medical leave of absence, the employee's elected medical, dental and vision coverage may continue up to a maximum of two years. In all cases, this will be limited to approval by the insurance carrier. The Board would continue to pay the District's share of the premiums for a maximum of one year. The employee would be responsible for payment of insurance premiums for the second year.

To the extent permitted by the insurance carriers involved and for a period of time fixed in accordance with COBRA regulations, employees on non-paid leave of absence for a period of one (1) month or longer shall have the option to continue any or all of the above insurance programs, except long-term disability insurance and life insurance, by paying premiums themselves.

### Continuation of Health Insurance Coverage

If you resign or your employment is otherwise terminated, or if your work hours are reduced, and consequently you or your dependents are no longer eligible to participate in the group health insurance plan offered by the District,

you and your eligible dependents may have the right to continue to participate for up to 18 months at your (or your dependents') expense. The 18-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to 36 months for your spouse and dependent children, if, within that 18-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the 18-month period, your spouse and dependent children may be entitled to extend their continuation period to 36 months, starting on the date that you become eligible for Medicare.

If you are determined to be disabled under the Social Security Act at the time of your termination or reduction in hours, you may be entitled to continuation coverage for up to 29 months.

Your eligible dependents may extend coverage, at their expense, for up to 36 months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium. Failure to make timely payments may result in termination of coverage.

If this election for continuation coverage is made, you and your dependents may have the option to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period.

The District will contact you concerning these options at the time termination occurs or your work hours are reduced. The District will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plan, you and/or your dependent is responsible for contacting the district to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the district within 60 days of qualifying for social security disability benefits.

### Iowa Public Employees' Retirement System (IPERS)

The District participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at [www.ipers.org/index.html](http://www.ipers.org/index.html).

### Travel Compensation

*(School Board Policy 401.7)*

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

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel, and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, must be pre-approved by the superintendent or an immediate supervisor.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed, itemized receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed itemized receipt will make the expense a personal expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

The District shall establish and periodically review the mileage rate it will use to reimburse employees for approved transportation costs. Please contact the School Business Official (SBO) for the current mileage rate.

## EMPLOYEE RELATIONS

### Americans with Disability Act (ADA)

To ensure equal employment opportunities to qualified individuals with a disability, Central Lyon Community School District will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the District would result. Employees who may require a reasonable accommodation should contact their principal.

### Background Checks

Employees and volunteers are subject to criminal, dependent adult abuse and child abuse background checks at least every three years. The background check will either be conducted by the District or another agency.

### Confidentiality

All employees are to be professional at all times and maintain all information in a confidential manner. Employees should not discuss student/parent concerns or needs in any setting without all members present having a need to know under FERPA guidelines. Confidentiality regarding students must be maintained and respected. Confidential information regarding students, families, and other employees may not be shared with anyone else except for legitimate educational reasons.

The Family Educational Rights and Privacy Act (FERPA) (20 U. S. C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. For more information, visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>.

### Conflict of Interest

*(School Board Policy 401.2)*

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject employee to disciplinary action, up to and including termination.

Employees will not act as an agent or dealer for the sale of textbooks or other school supplies to the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

### Early Dismissal

Early dismissal of classes should occur only with permission from the Superintendent of schools. In case of an early dismissal, bus students will be supervised by staff until busses arrive.

### Employee Orientation

Employees must know their roles and duties. New employees will participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee during orientation.



## Employee Records

*(School Board Policy 401.5)*

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

The records will include, but not be limited to, records necessary for the daily administration of the District, salary records, evaluations, application for employment, references, and other items needed to carry out Board policy. Employee personnel files are District records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary, an employee's individual contract, or if the employee was demoted, discharged or resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files and copy items from their personnel files at a time mutually agreed upon between the School Business Official and the employee. The District may charge a reasonable fee for each copy made.

## Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The District may look into these items as warranted. Anything on the District's computers, server, website, etc. and in District files, etc. is District property and subject to inspection at any time. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the District get a public request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The District assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

## Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

## Mandatory Reporting of Arrests and Convictions

*(School Board Policy 403.6)*

If an employee is convicted of a crime (misdemeanor or felony) or is charged with child abuse, dependent adult abuse, or domestic abuse, the employee must notify their supervisor of the disposition of the charges pending against them, including deferred judgment and deferred sentence, within five (5) business days of the date of the disposition of the charges. Deferred judgments and deferred sentences are considered convictions under the terms of this policy.

## Probationary Status

*(School Board Policies 405.9 and 411.8)*

The first three (3) years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a one-year probationary period. The probationary period for non-licensed employees is one (1) year unless otherwise stated in an employee contract, letter of assignment or applicable collective bargaining agreement.



## Qualifications, Recruitment, and Selections

*(School Board Policy 405.2)*

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on Teachlowa, [www.teachiowa.gov/](http://www.teachiowa.gov/), the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

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

The board may employ temporary teachers for a period up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

## Release of Credit Information

*(School Board Policy 402.1)*

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

## School Calendar

*(School Board Policy 601.1)*

Employees can present their views and requests regarding the District calendar to the Superintendent. A public hearing is held prior to the adoption of the calendar. The calendar is located on the District website under "Parents" in the toolbar.

## DISTRICT PROCEDURES & GUIDELINES

### Copyright

(School Board Policy 605.7)

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by District employees must be done with permission of the copyright holder or within the bounds of “fair use.”

### Discipline

Employee violations of Board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

The District uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the District will follow the steps below. However, the District may combine or skip steps depending on the facts of each situation and the nature of the offense. Bargaining employees can ask for union representation.

#### **Step One – Verbal Warning**

The employee and the immediate supervisor shall meet to bring attention to the existing conduct issue. The principal or immediate supervisor shall discuss the nature of the problem and clearly describe company policies and procedures. The immediate supervisor shall document this meeting, and place in the employee’s site file.

#### **Step Two – Letter of Reprimand**

If the issue in Step One is not corrected, the employee and the immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. The immediate supervisor shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee’s personnel file.

#### **Step Three – Letter of Suspension**

If the issue in Step Two is not corrected, the employee and the immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The immediate supervisor will notify the Human Resources Director, who will then notify the Superintendent. The Superintendent has the authority to approve a suspension. The immediate supervisor shall document the Step Three meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee’s personnel file. The employee will serve a suspension as determined by the Superintendent.

#### **Step Four – Recommendation for Termination of Employment**

If the issue in Step Three is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in Board policy. The immediate supervisor will discuss the appropriate action with the Human Resources Director and the Superintendent. The Superintendent has the authority to recommend the termination of an employee to the Board.

Pursuant to Iowa Code Section 22.7(11)(a), certain information relating to individuals employed by a public-school district contained in personnel records shall be public records, including the fact that the individual resigned in lieu of termination, was discharged, or was demoted as the result of a disciplinary action, and the documented reasons and rationale for the disciplinary action.

For more information, see Iowa Code 22.7, and School Board Policies 413.3 and 413.4.

### Legal Liability

School districts no longer have immunity from liability. This means that the school district can be held liable for

wrongful acts of its agents, which would include all staff members. Extending the Iowa law to make school districts liable for actions of its agents does not diminish individual teacher responsibility. Everyone, regardless of position, is liable for his/her own torts. While teachers enjoy a measure of immunity from liability for reasonable punishment of pupils, the immunity does not extend to injury, which is caused by willful acts or negligence.

The possibilities of negligent action by teachers are very great, due to the number of activities in which pupils engage as part of their schoolwork and extra-curricular activities. Injuries resulting from industrial arts, laboratory experiments, and physical education have been sources of a great number of suits for damages against school districts and teachers. Failure to furnish adequate supervision, which causes injury, is an act for which a teacher may be liable.

Use of good judgment and extreme care in all cases when it is possible for pupil injury to occur is the best protection from liability that a teacher has. It is important for pupils, teachers, and the school district to prevent situations from arising, which may cause pupil accidents.

### Money Collections by Employees

All funds become property of the Central Lyon Community School District as soon as they are received.

Money collected must be turned in daily to the school business official (SBO) or secretary in the school office. The SBO is responsible for depositing money collected intact into the District's bank account. Money should be deposited in a timely manner to avoid having cash in buildings overnight.

The SBO/secretary will count the cash and checks in the presence of the person remitting the funds and issue a receipt for the funds collected. Checks must be stamped immediately with a restricted endorsement stamp (for deposit only). If for some reason the funds collected cannot be deposited immediately, the funds must be placed in a secure location. Money collected should not be co-mingled with petty cash or change funds. Sufficient remittance advice or other information about the deposit should be obtained so that the SBO/secretary can appropriately code the deposit into the accounting system.

### Professional Learning

*(School Board Policy 408.1)*

High quality teaching is imperative for student success, and professional learning plays a key role in this success. Employees are expected to attend all professional learning opportunities and staff meetings provided by the District during contract hours, unless they are on leave or have been excused by their supervisor.

Requests for attendance or participation in a development program. are made to their supervisor. A licensed employee must obtain approval of their supervisor prior to attendance.

### School Publicity & Community Relations

The District staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The Board President is the spokesperson for the Board, and the Superintendent is the spokesperson for the District.

### Staff Meetings

Regular faculty meetings will be held as scheduled by school administrators. Special meetings will be called from time to time before or after school to consider important or pressing business. Sufficient advance notice concerning the nature, time and place of all special meetings will be given. All faculty members are expected to attend all meetings unless excused by the administrator.

## CONDUCT IN THE WORKPLACE

### Anti-Bullying/Anti-Harassment (School Board Policy 104)

The Central Lyon Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

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

### Retaliation Prohibited

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

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

### Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the individual in reasonable fear of harm to the individual's person or property.
  - (2) Has a substantial detrimental effect on the individual's physical or mental health.
  - (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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

## Investigation Procedures

### Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available [within this document in policy 104.E1](#), as well as on the Central Lyon website, [www.centrallyon.org](http://www.centrallyon.org) > [Parent Info](#) > [Annual Notices](#). An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

### Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The building principal (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

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

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

### Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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

## Discrimination

*(School Board Policy 102.E1)*

It is the policy of the Central Lyon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Superintendent, Central Lyon CSD, 1010 S. Greene St. , Rock Rapids, IA 51246, (712) 472-2664, [superintendent@centrallyon.org](mailto:superintendent@centrallyon.org).

## Employee Use of Cell Phones

*(School Board Policy 401.12)*

School District and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. Failure to follow this guideline will result in disciplinary action, up to and including termination.

Mobile devices for personal use is limited to scheduled break time. The District will not be liable for the loss of personal mobile devices brought into the workplace.

## Fighting

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, up to and including termination.

## Fraud/Unlawful Gain

After due process, any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. As required by the Iowa Board of Educational Examiners (BOEE), the District will also file a complaint with the BOEE as a violation of the employee's Code of Ethics.

## Neglect of Duties

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

## Offensive or Abusive Language

Threatening, intimidating, or using abusive and profane language by District employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

## Performing Unauthorized Work While on Duty

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

## Use of District Property

*(School Board Policy 401.17)*

The District attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient

and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are District property only to be used for conducting District business.

Employees are responsible for all District property, materials, or written information issued to them or in their possession or control. Employees must return all District property immediately upon request or upon termination of employment. The District will take all action deemed necessary to recover or protect its property.

Abuse or misuse of District or non-District owned property is to be reported immediately to your supervisor. Failure to do so will limit District responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using District and non-District property.

Abuse or misuse or unauthorized use of District property, private property, materials and/or equipment is subject to disciplinary action.

### Use of Time

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Actions such as the following are strictly prohibited by employees and will result in discipline, up to and including termination: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.



## EMPLOYEE STANDARDS OF CONDUCT

### Academic Freedom

*(School Board Policy 603.9)*

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

### Appropriate Attire

*(School Board Policy 404)*

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Questions about appropriate attire should be addressed to the building principal. As role models for students, all staff members are also expected to not only dress appropriately, but to practice exemplary hygiene.

### Attendance & Absences

Employees should be in their related work area according to the times set by the Master Contract, or as directed by their supervisor. To maintain a safe and productive work environment, employees must be reliable and punctual in reporting for work. Absenteeism and tardiness place a burden on other employees and on our ability to meet the educational needs of our students. In the rare instances when employees cannot avoid being late to work, or cannot work as scheduled, they should notify their principal or supervisor as soon as possible. Usually, this should be in advance of the anticipated tardiness or absence.

Employees may request an absence from the school day by using the "Request for Absence" form. A copy of the form can be found in the mail room. Requests for absence should be turned in to the employee's supervisor in advance of the requested days of absence.

### Employee Conduct

*(School Board Policy 404.1R1)*

Central Lyon employees measure success by the progress of each student toward realization of potential as a worthy and effective citizen. Therefore, the employee will work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

The employee shall believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. The employee shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The employee bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public.

The employee believes that the quality of the services of the education profession directly influences the nation and its citizens. Therefore, the employee exerts every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education.



The employee regards the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. The employee believes that sound professional personnel relationships with governing boards are built upon personal integrity, dignity and mutual respect.

### Employee Conflict of Interest

*(School Board Policy 401.2)*

Employees' use of their position with the District for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action. It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities.

### Employee Outside Employment

*(School Board Policy 402.6)*

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

The board may request the employee cease the outside employment as a condition of continued employment with the school district.

### Employee Political Activity

*(School Board Policy 401.9)*

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property under the jurisdiction of the board. Such prohibitions include, but are not limited to:

- Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
- Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.
- Using classrooms, buildings or students for solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
- Using school equipment or materials for solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination.

Employees may request a leave of absence to run for public office. That provision is detailed in the "[Political Leave](#)" section of this handbook.

### Ethics – Board of Educational Examiners

*(School Board Policy 404.R1)*

District employees are expected to perform their jobs in an ethical and honest manner consistent with Board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not

subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

### Failure to Complete Reports

In order to have the District function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results. Failure to meet the required deadlines may result in disciplinary action.

### Gifts

*(School Board Policy 402.4)*

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium.

For more information on Iowa's gift law, please visit <https://educateiowa.gov/resources/laws-and-regulations/legal-lessons/gift-law>.

### Insubordination

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

### Relationships with Co-Workers

District employees are encouraged to create an environment where co-worker's collaboration and cooperation add to the overall functioning of the District and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

### Staff Technology Use/Social Networking

*(School Board Policy 401.13)*

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the internet. Employees who would like to start a social media site for school district sanctioned activities should contact the superintendent for approval. Once approved by the superintendent, the employee must work with Geoff Kruse, technology administrator, in establishing and maintaining the site.

### Theft & Vandalism

All incidents of damage to school property such as break-ins, theft, or vandalism should be reported to the employee's immediate supervisor. The District is not responsible for loss or damage to employees' personal property at work due to theft, vandalism, accident or other cause.

### Treatment of Patrons of the District

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should always be courteous, and report to district administration any mistreatment by district patrons.

## STUDENT & CLASSROOM ISSUES

### Abuse of Students by a School District Employee

*(School Board Policy 402.3)*

District employees are encouraged to create professional relationships with students to assist with their learning. Employees must not create relationships with students that are unhealthy or illegal. Employees should also avoid compromising situations with students. Adults must always be in a position to be trusted and caring for students, but the District will not tolerate any inappropriate relationships.

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge. The District will respond promptly to allegations of abuse of students by District employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

### Child Abuse Reporting

*(School Board Policy 402.2)*

The district believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa Code 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, failure to supervise, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, allows access to obscene material or child trafficking).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child and dependent adult abuse or submit evidence they have taken the course within the previous three years. The course will be re-taken at least every three years.

### Corporal Punishment, Restraint, and Seclusion of Students

*(School Board Policy 503.6)*

State law forbids school employees from using corporal punishment, mechanical restraint, and/or prone restraint against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons.

State law also places limits on school employees’ abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child’s parent. District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

Non-employees whose duties could require the individual to participate in or be present when physical restraint or seclusion is being used will be invited to join employee training on this subject.

Failure to comply with Chapter 103 training or requirements shall result in discipline, up to and including termination.

## Student Conduct & Discipline

*(School Board Policy 503.1)*

Rules and expected behaviors will be communicated to students, parents and staff during the school year. Promoting honesty, responsibility and respect for self and others is a District expectation.

Central Lyon Schools believes in the use of Positive Behavioral Interventions and Supports (PBIS). PBIS is a commitment to addressing student behavior through systems of change. Our goal is to assist students in their decision making, achieve academic success, and growth of social-emotional competencies. Simultaneously it is our goal to support staff by developing school-wide and classroom expectations for student behavior, ensuring students are taught prosocial skills and expectations for appropriate behavior, and procedures are put in place to encourage the expected behaviors and discourage unwanted behaviors. When implemented well, PBIS will help Central Lyon students achieve academic success and improve their social-emotional competencies, and the school will see reduced disciplinary referrals.

State law places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. For additional information regarding Iowa law on this issue, please visit the "Timeout, Seclusion, and Restraint" section of the Iowa Department of Education's website, located at [www.educateiowa.gov/pk12/learner-supports/timeout-seclusion-restraint](http://www.educateiowa.gov/pk12/learner-supports/timeout-seclusion-restraint).

## Field Trips

*(School Board Policy 606.5)*

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by the building principal in advance.

## Individuals with Disabilities Education Act

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

Teachers, who have a concern about a student, should first contact their principal. The principal will establish the meeting and contact the appropriate personnel.

## Searches of Students and Property

*(School Board Policy 502.8)*

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

## Standardized Testing & Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in discipline, up to and including termination.

### Test Preparation

As a function of educating students, staff may prepare students for assessments by providing instruction in the content areas to be assessed. Staff may also prepare students for assessments by teaching general test-taking skills that are applicable to any test or test format.

Staff shall not conduct reviews or drills that use actual test items or identical format items of the accountability assessments, use copies of tests from previous years, or review test-specific curriculum content with students at any time.

### Administration of Tests

In the administration of standardized tests, it is a violation of test security to do any of the following:

1. Provide inappropriate test preparation such as any of the following:
  - a. Copy, reproduce, or use in any manner any portion of any secure test, for any reason.
  - b. Share an actual test instrument in any form.
2. Deviate from the test administration procedures specified in the test administrator manual.
3. Provide inappropriate assistance to students during the test administration.
4. Make test answers available to students.
5. Engage in any practice to artificially raise student scores without actually improving underlying student achievement.
6. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this policy.

## Student Funds and Fundraising

*(School Board Policies 504.5, 704.5, 704.6)*

Student fundraising for school activities may occur upon approval of the principal prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the superintendent. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board

## Student Records

*(School Board Policy 506.1)*

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee

to personal liability for violation of Iowa's privacy law.

## Transporting of Students by Employees

*(School Board Policy 904.1)*

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district, including public health guidelines. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements
- The driver possesses a valid driver's license
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the superintendent

## Tutoring

*(School Board Policy 408.3)*

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the Superintendent, or his or her designee. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the Superintendent, or his or her designee.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the Superintendent. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.



## HEALTH & WELL-BEING

### Administering Medication

*(School Board Policy 507.2)*

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

### Bloodborne Pathogens

Annually, all employees will be given the opportunity to take the bloodborne pathogens training. Employees unable to participate will be required to take the online training provided by the Iowa Department of Education or the Iowa Department of Human Services.

The mandatory poster for Job Safety and Health may be located on the United States Department of Labor's website [www.osha.gov/Publications/poster.html](http://www.osha.gov/Publications/poster.html) and the Iowa specific poster may be located on the Iowa Workforce Development website [www.iowadivisionoflabor.gov/iowa-oshasafety-and-health-poster-0](http://www.iowadivisionoflabor.gov/iowa-oshasafety-and-health-poster-0). The mandatory poster is displayed in each building.

### Communicable Diseases – Employees

*(School Board Policy 403.3)*

Employees who are ill are encouraged to stay home.

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

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

### Employee Physical Examination

The District believes good health is important to job performance. Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the District. The District will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

### Hazardous Chemical Disclosure

*(School Board Policies 403.4 and 804.7)*

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. Steve Breske, director of buildings and grounds, will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

The poster for Job Safety and Health may be located at [www.osha.gov/Publications/poster.html](http://www.osha.gov/Publications/poster.html) and the Iowa specific poster may be found at <https://www.iowaosha.gov/iowa-osha-safety-and-health-poster>. School districts should also include in this section where the mandatory poster will be displayed

## Medical Attention for Students

Serious or sudden illness or injury of a student should be reported to the office or school nurse immediately. When a student is determined by the nurse, principal or secretary to be too ill to remain in school, the parent and teacher will be notified.

## Smoke and Tobacco Free Workplace

*(School Board Policy 905.2)*

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

## Substance Free Workplace

*(School Board Policy 403.6)*

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including termination.

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

"**Workplace**" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at: <https://www.fmcsa.dot.gov/regulations>.

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



## LEAVES & ABSENCES

### Absenteeism

In order to accomplish the goals and mission of the District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday.

Employees must notify their immediate supervisor of all times when they will be absent and to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for three consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be disciplined, up to and including termination. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, may lead to disciplinary action even if the employee has not yet exhausted available paid leave.

### Family & Medical Leave

*(School Board Policy 409.3)*

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. The District uses a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave to determine the amount of leave that is available. Requests for family and medical leave will be made to the supervisor and Benefits Manager. Employees eligible for family and medical leave must comply with the applicable administrative rules and the District’s family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact the Benefits Manager or review the Employee Rights under the Family and Medical Leave Act compliance poster at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>. You can also visit the “Family and Medical Leave Act” section of the United States Department of Labor’s website, at [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/).

### Jury Duty

Employees will be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify their direct supervisor within twenty-four (24) hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one (1) hour on any day when the employee is excused from jury duty during regular working hours.

Licensed employees will receive their regular salary. Any payment for jury duty shall be paid to the school district.

### Military Service

Employees may be called to participate in the armed forces, including the national guard. If an employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave shall be without loss of status and without loss of pay during the first thirty (30) calendar days of the leave.

### Political Leave

Employees will be provided a leave of absence to run for elective public office. The superintendent shall grant a licensed employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The licensed employee will be entitled to one (1) period of leave to run for the elective public office, and the leave may commence within thirty (30) days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent of schools at least thirty (30) days prior to the starting date of the requested leave.

## SAFETY & SECURITY

### Asbestos Notification

*(School Board Policy 804.6)*

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

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

For more information on AHERA, please visit the Environmental Protection's webpage of Asbestos and School Buildings at: <https://www.epa.gov/asbestos/asbestos-and-school-buildings>.

### Building Security

*(School Board Policy 405.3)*

The District is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact their immediate supervisor, to report any security/safety hazard(s) or condition(s) they identify.

### Emergency Evacuations and Drills

An Emergency Operations Manual is on file at each location's main office. All District employees should be familiar with the emergency procedures.

Periodically the District holds fire, tornado, and emergency operation drills. At the beginning of each semester, teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. During drills and actual emergencies, every staff member and student must follow proper procedures.

Fire and tornado drills are required by law. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight such drills each school year. Each building will also conduct one intruder drill each year. An evacuation drill to an alternate site is conducted every other year.

#### Fire Drill Procedure

1. Teachers should lead their students out of the building according to their prearranged plan, as posted in the classroom.
2. Students should exit the building quickly and quietly.
3. Once safely to the relocation destination, the teacher should take roll to account for everyone.
  - Students should remain with their teacher until the building principal, law enforcement, or members of the fire department provide further instructions.

#### Tornado Safety Procedures

1. During a tornado watch, the building principal or designee will monitor the weather and notify students and staff if the watch becomes a tornado warning.

2. When a tornado warning has been issued, the building principal will activate the tornado alarm.
3. All students and staff will proceed immediately to their tornado shelter area and wait for further instructions.

### Lockdown Procedures

**LEVEL 1:** an emergency/threat is occurring outside of the building.

- Classes continue as normal, students are allowed to travel from classroom to classroom with limited bathroom/locker/drink breaks.
- All exterior doors will be locked and no one will be allowed in or out of the building.

**LEVEL 2:** an emergency/event is occurring inside the building.

- Students should remain in their classrooms and common spaces should be relocated to a secure destination such as the library or an empty classroom.
- All exterior and interior/classroom doors will be locked.
- Students should not travel outside their classroom until the “all clear” is given.

**LEVEL 3:** an active shooter is in the building, staff should employ ALICE procedures to assess the threat to determine whether to shelter in place or evacuate.

- **Alert:** assess the danger to yourself and students, stay alert in order to determine if you and your students may evacuate or must shelter in place.
- **Lockdown:** if the threat is near your classroom, shelter in place, lock your classroom door if safe, secure students away from the entrance, barricade the entrance to the classroom, and prepare to counter the threat if they enter the classroom.
- **Inform:** call the office to inform them of the threat and dial 9-911 to inform law enforcement.
- **Counter:** as a last resort create noise, utilize movement, create distance between yourself/your students and the active shooter, or defend yourself using what is available.
- **Evacuate:** if the threat is in a part of the building that is far from you and your students, evacuate from the building and get to a safe destination.

### Emergency Closings, Inclement Weather & Other Interruptions

In the event of a late start, cancellation, or other emergency or unplanned event, the Central Lyon School district will broadcast an announcement through JMC.

Closing announcements will also be publicized as follows:

- Posted on our website: [www.centrallyon.org](http://www.centrallyon.org)
- Posted on our Facebook page: <https://www.facebook.com/CLlions>
- Posted on our Twitter feed: <https://twitter.com/CentralLyon>
- Shared on KIWA (105.3 FM and 1550 AM) and KQAD (101.1 FM and 800 AM)
- Shared on KELO's Closeline – both on their website and through the ticker at the bottom of their live broadcast: <https://www.keloland.com/weather/closings/>

When school is closed for the entire school day due to inclement weather, the building principal and activity director shall determine if a contest or practice will be conducted. Participation will be voluntary on the part of the student.

When the school is closed or dismissed after the school day has begun and students are dismissed to return to their residences due to inclement weather, there shall not be any practices, open gym, voluntary activities or contests after the closing for any student(s).

## Safety Concerns

(School Board Policy 804.9)

Employee and student safety are a major district concern. Employee should report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

The district provides information to employees about workplace safety and health issues through regular internal communication channels such as employee meetings, bulletin board postings, memos, or other written communications.

### Accident Prevention

Safety is a top priority. District employees are legally charged with the safety and welfare of the students under their supervision. They are expected to obey safety rules and to exercise caution in all school activities. If you become aware of a condition that poses a safety hazard, please report it to your immediate supervisor.

Students must be thoroughly instructed in all safety practices necessary to complete any task--whether it be on the playing field, in the shop, in the laboratory or in any phase of their school life. One may find it necessary to go over safety procedures time and time again.

Students who are unable or refuse the use of acceptable safety procedures are to be denied participation in the activity.

### Accidental and Illness Emergencies

An emergency may arise at any time in the classroom or on the playing field. We all have responsibilities when such occurs. The following procedure shall be followed:

1. Give immediate care
  - Designate a student to call the office or send a student to the office for assistance.
2. **Call 911 in an emergency.**
  - The Lyon County Ambulance, when arriving on the scene, shall have complete charge of the patient as far as the administration of aid and transportation to the hospital.
  - Unless the parent(s)/guardian(s) are present, a staff member shall accompany the student to the hospital and wait at the hospital until the parent(s)/guardian(s) arrive.
3. Notify parents/guardian.
  - Provide guidance to parent(s)/guardian(s) if and when it appears necessary.

### Accident and Injury Report

All accidents and any injury to either a student or staff member must be reported to the office as soon as possible after the incident, not a day or week later. You may feel that the accident does not warrant notifying the office; however, let us have a record of the incident if for no other reason than your own protection and to have the information recorded. Hopefully, it will not be needed. A brief written commentary of each accident or injury must be provided the office and include the following information:

1. Description of the accident which occurred.
2. Names of students and staff involved.
3. Date and time of day the accident occurred.
4. Assistance is given at that time.

Forms may be obtained from the office.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination.

### Threats of Violence

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

### Visitors/Guests

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Individuals who wish to visit a classroom, whether in person or remotely, while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors will also be required to follow district rules on health and safety as well as social distancing and other public health guidelines. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

### Weapons

*(School Board Policy 502.9)*

The district believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://educateiowa.gov/resources/legal-resources/legal-lessons/firearms-school-grounds-march-2018-school-leader-update>.

## TERMINATION OF EMPLOYMENT

### Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least twenty-one (21) days notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board shall have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract shall be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires will be required to pay the board actual costs for expenses incurred to locate and hire a suitable replacement.

The actual costs for replacement shall be paid within seven (7) workdays after the notice of termination or a date mutually agreed to by the superintendent of schools.

The costs may be deducted from the employee's salary. Payment of these costs shall be a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court and notification to the State of Iowa Board of Educational Examiners.

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

### Resignation – Licensed Employees

*(School Board Policy 407.1)*

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and to an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

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

### Resignation – Classified Employees

*(School Board Policy 413.1)*

Classified employees who wish to resign during the school year shall give the board notice of their intent to resign two weeks (14) days prior to their last working day and final date of employment.

Notice of the intent to resign shall be in writing to the superintendent.

### Retirement

*(School Board Policy 407.3 and 413.2)*

Employees who will complete their current contract with the Board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the Board for the return of the employee's contract to the Board, the intent of the employee to retire. The letter must state the employee's desire to retire. Applications made after the date set by the Board for the return of the employee's contract to the Board may be considered by the Board if special circumstances exist. It is within the discretion of the Board to determine whether special circumstances exist.

Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.



## ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the Central Lyon Community School District's Employee Handbook available on the district's [website, under Parent Info > Handbooks](#). I understand the employee handbook contains important information about the District and my role, responsibilities, and duties as an employee. I acknowledge I a. m. expected to be familiar with the contents. I also understand that I should consult my principal with any questions I have about the contents of the employee handbook, or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute, a contract between the District and any one or all of its employees.

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Employee's Signature Date

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Employee's Name (Printed)

## APPENDIX I — TEACHERS

### Communication

#### Email

The Central Lyon School District recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly.

This policy must be followed in conjunction with other district policies governing appropriate workplace conduct and behavior. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination.

Central Lyon has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

#### Confidentiality & Monitoring

All technology provided by Central Lyon, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of Central Lyon and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. Central Lyon reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

#### Appropriate Use

Central Lyon employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Employees may not use Central Lyon's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than Central Lyon may not be transmitted by employees on the company's network without permission of the copyright holder.

Employees may not use Central Lyon's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or another program, files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of Central Lyon is responsible for the content of all text, audio, video or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Central Lyon's corporate

identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

### Mailbox

A mailbox is provided for each teacher in the mailroom in the office. Make it a habit to visit your mailbox regularly to collect mail, the announcements, and other materials.

## Classroom

### Appearance

Teachers are responsible for the general appearance of their rooms. Marking on desks and walls is not to be tolerated!

### Attendance

Attendance is to be taken at 8:20 a.m. during the first class period and absentees entered into JMC. Please assign seats and make a chart for use by substitute teachers.

Master List: A master list of absentees will be compiled for each building. An Elementary list will be emailed out to staff. The secondary will use a google doc called "Daily Absences."

Any teacher requesting students to enter early or remain after school is responsible for those students while they are in the building. Students should not be left in the building unsupervised at any time.

### Class Interruption

No student or teacher may interrupt any class or take any student out of a class without first securing permission from the Principal.

### Discipline

Members of the various staffs shall have the authority necessary to carry out such school procedures, including the use of reasonable force, to prevent and to stop any act of interference with the scholarly, disciplined atmosphere of the school and school environment.

The staff is assured of the cooperation of the School Board and the Administration Office to the end that proper discipline may be maintained. The School Board policy applies district-wide. At the same time, the Board recognizes the uniqueness of each building and classroom procedures to implement and supplement these district policies.

Proper student behavior permits the orderly and efficient operation of the school and the maintenance of an environment in which maximum education benefits for all students may be achieved.

### Eye Protective Devices

Eye protective devices shall be worn in the following courses or departments in accordance with the Code of Iowa, section 280. 20: science laboratories, industrial arts shop, sculpture and ceramics classes.

### Parties in the Classroom

Parties need to be approved by the building principal in advanced if they are to be held in the classroom during the regular school day.

### Teacher Responsibility for Student Supervision

Teachers assume certain responsibilities whenever they supervise students. Whether this supervision is in the classroom, on field trips, in co-curricular activities, or at any school-sponsored activity, teachers are considered to be in charge of the activity and must accept responsibility for controlling student conduct and guiding student decisions.

Whenever teachers supervise student groups on overnight trips this responsibility begins when the students leave the building and continues until students either return to the school during school hours or are safely provided a way home if outside school hours.

### Use of Class Periods

Teachers are expected to organize and plan their work so that the students will derive the greatest benefit from their school attendance.

Every day in class should be a planned one. The teacher is free to use the class period in any way he/she feels the student will best achieve the objectives of the course, providing sound educational methods are used at all times. It is not expected that the entire period will be used daily in recitation activities. A considerable amount of study should be done under staff supervision. The acquisition of proper attitudes and efficient study habits constitute the student's major difficulty in educating himself/herself.

Out-of-class work may be required. Teachers should make reasonable outside assignments to encourage proper use of library facilities and development of independent study.

### **Sending Students from Class**

In the event the teacher finds it necessary to send a student from class, the following procedure should be used:

1. Send the student directly to the Principal's office.
  - a. Do not send the student to study hall.
2. Notify the office as soon as possible by the phone.
  - a. Inform the Principal as soon as possible as to the reason for the action taken.
3. E-mail a disciplinary referral to the principal as soon as possible.

### **Library Usage**

Teachers who wish to take their classes to the library should notify the librarian at least one (1) day prior to the visit. The teacher is to supervise the students while they are in the library. Small groups of students may be sent to the library for independent study (1-6).

## Employee Evaluation Procedures

### Orientation

During the first two weeks of school, the building principal or appropriate supervisor shall acquaint each employee under his/her supervision with the evaluation procedures and instrument to be used in evaluation. No evaluation shall take place until this orientation has been completed.

### Required Evaluations

All observations of an employee shall be conducted with the full knowledge of the employee. No observations shall be made on any day preceding or following a vacation, holiday, or leave. All observations shall consist of at least thirty (30) consecutive minutes.

- Probationary Employees: Each employee shall be observed by his/her supervisor for the purpose of evaluation at least once during each semester every year of his/her probationary period.
- Non-probationary Employees: Each continuing employee may be observed by his/her supervisor at least once every year for the purpose of evaluation.

### Conference

The evaluator and the instructor shall meet within five (5) school day following the observation. A copy of the written summative evaluation, signed by both parties, shall be given to the employee. The employee's signature shall indicate only the employee's awareness of the contents of the evaluation and shall not be interpreted to mean agreement with the evaluation. The employee may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The evaluator shall not only explain the deficiencies but shall also furnish written comments and suggestions for improvement. The written summative evaluation shall be completed by April 30 of the contract year.

### Evaluation File

An employee shall have the right to inspect and copy contents of the employee's personnel file under the supervision of the Superintendent or designee. Such inspections shall be limited to the contents placed in the file after the employment date. The file will contain all formal and informal written evaluations of the employee's performance. No formal or informal evaluation shall be placed in the file without a copy having first been given to the employee.

### Evaluation Form & Criteria

The evaluation form and criteria shall be adopted by the Board. The evaluation form and criteria in effect shall not be changed after the beginning of the school year without the mutual agreement of the Association.

### Right to Grieve

All employee evaluations are to be fair and accurate. Any employee who has been evaluated has the right to grieve said evaluations as unfair, unjust, or inaccurate through the grievance procedure set forth in this agreement. The grievance timelines shall commence from the date the written evaluation is presented to the employee.

### Intensive Assistance Plan

If an evaluator determines a teacher has a performance problem related to the Iowa Teaching Standards, and this situation is not resolved to the evaluator's satisfaction by informal discussions, a formal meeting will be scheduled to discuss the situation or incident. This formal meeting will be considered the beginning of the awareness process. The teacher may have representation during this meeting and all subsequent meetings. During the meeting, the evaluator shall identify in writing all of the alleged deficiencies of the teacher pertaining to the Iowa Teaching Standards. The evaluator shall include information, data or evidence used in making this judgment. District Awareness Forms are available in the principals' offices. The teacher may also seek assistance from other staff members on a voluntary basis. Strict confidentiality will be maintained by these other staff members. All assistance provided is targeted solely at helping the teacher improve his or her performance in relation to the Iowa Teaching Standards.

## Extra Duty

### Athletics & Co-Curricular Activities

Coaches and chaperones are always to be with their squads whether it be on the bus, following games, or in the dressing rooms. Always, be the last person to leave the dressing room area after practice. Be sure all equipment is put away in the proper spot before leaving.

### Co-Curricular Activities

There is to be no co-curricular activity, i.e., yearbook, speech, Lion's Pride, athletics, etc. , operating within the confines of school property without the presence of a sponsor. The sponsor is responsible for this activity. Therefore, it is the sponsor's responsibility to be actively involved through his/her presence, advice, guidance, and influence.

### Extra Duty Base & Supplement Pay Schedule

The base schedule for computation purposes shall be \$25,000. To calculate the amount of salary for a given position, multiply the listed percent factors times the appropriate base year dollar amount in Section A, rounding to the nearest whole dollar. Head coaches, directors, conductors, sponsors, etc. , are referred to as coaches below.

<u>Position</u>		<u>Position</u>	
<u>Head Coaches:</u>		<u>Other:</u>	
Football	0.20	HS Football Cheerleading	0.0233
Volleyball	0.20	HS Basketball Cheerleading	0.0233
Basketball (boys/girls)	0.20	HS Wrestling Cheerleading	0.0233
Wrestling	0.20	Competition Cheerleading	0.0233
Baseball	0.20	HS Band/Summer Band/Lessons	0.20
Weight Room Supervisor	0.20	MS Band/Summer Band/Lessons	0.13
Softball	0.20	Flag Corp	0.02
Track (boys/girls)	0.18	Vocal Music	0.12
Golf (boys/girls)	0.15	All School Play	0.06
<u>Assistant Coaches:</u>		High School Musical	0.046
Football	0.14	All School Play/Musical Assistant	0.04
Volleyball	0.14	Auditorium Tech	0.02
Basketball (boys/girls)	0.14	HS Robotics	0.06
Wrestling	0.14	MS Robotics	0.03
Baseball	0.14	HS Mock Trial	0.05
Softball	0.14	MS Mock Trial	0.05
Track (boys/girls)	0.12	Large Group Speech	0.08
Golf	0.02	Individual Speech	0.05
<u>Middle School Coaches:</u>		Work Study	0.07
Football	0.10	Yearbook	0.05
Basketball	0.10	Prom	0.02
Wrestling	0.10	MS Math	0.02
Volleyball	0.10	Quiz Bowl	0.05
Baseball	0.10	National Honor Society	0.02
Softball	0.10	Student Council	0.05
Track	0.10		

## Detention Room

Students that have to stay after school for disciplinary reasons or tardiness will go to the assigned teacher's room for a one-half hour (3:15 to 3:45 p.m.). If you have any conflicts, please exchange duty with another teacher and inform your building principal of the change

## Duty Sign-Up

The Districts appreciate how much each and every staff member does for the school and also knows that without their help, it would not be the staple of the Siouxland Conference that it is. Along with that comes continued support from the staff. In order to receive a pass for themselves to school events throughout the year, every staff member must work one event. In order for the staff member's spouse to receive a pass for school events throughout the year, all Certified staff need to work three (3) events while each Classified employee must work two (2) events.

The school district would like to remind all individuals that if he/she is unable to work the assigned time/ duty that is requested - it is the staff member's responsibility to find a replacement and notify the offices and Activities Director of the switch.

There will be a sign-up available for all employees upon arrival back for the ensuing school year in August. This gives all employees a chance to check the dates that would work for them. Questions can be directed to the Activities Director.

## Faculty Committees

Faculty committees will be appointed for the purpose of studying various school problems affecting the administration and organization of the school and such other matters that relate to teacher and student welfare. Committees will be appointed by the Superintendent and/or Principal. All teachers are expected to serve willingly and faithfully when asked to do so.

## Ticket Taker Guidelines

1. Every individual must present a pass for admittance:
  - a. Only allow Siouxland Passes
  - b. If a patron cannot present a pass, admittance fees must be paid.
2. All Individuals need to pay the appropriate gate fee. The same price occurs even if the individual states attendance is for the JV Game only:
  - a. All admission prices are \$5.00
3. Consistency. If all ticket takers remain consistent throughout the school year, the number of conflicts and tough situations between patrons paying is greatly reduced if not totally eliminated.

If for some reason you cannot attend your assigned activity, please change with someone. Let the activity director know of the change.



## Insurance & Benefits

### Health Insurance Benefit

Each full-time employee choosing to participate in the Central Lyon health insurance package shall receive the maximum yearly benefit amount. Part-time employees shall receive a prorated amount determined by multiplying the percentage of full-time employment by the yearly benefit.

The yearly health insurance benefit shall be \$11,040. Any unused amount may be applied toward other district offered insurance plans but may not be taken as cash. Anyone not participating in the Central Lyon health insurance package shall not receive this amount.

### Stipend Allocation

On February 10, 2005, both parties agreed to transfer the \$5,400 stipend into the salary schedule. The stipend of \$5,400 became a permanent part of the salary schedule. All employees participating in the health insurance package are encouraged to use the flex plan to defray the insurance costs.

### Tax Sheltered Annuities

An employee may choose to participate in the district's 403(b) plan through the State of Iowa Sponsored 403(b) Plan. The 403(b) contribution must be for at least \$300.00 per calendar year payable monthly or one (1) yearly payment of the total amount of benefits the employee is eligible to receive.

The 403(b) contribution will be deducted from payroll on or about the 20<sup>th</sup> of each month. If the employee chooses to change or stop the 403(b) contribution, authorization for this change must be filed with the Board Secretary by the 10<sup>th</sup> of the month in which the change occurs.

### Cafeteria Plan

A cafeteria plan will be offered to employees for a cost of \$5.00 per month for those employees who choose to participate. The plan will be a Section 125 plan in accordance with IRS regulations.

## Leaves of Absence

### Association Leave

The Central Lyon Education Association (CLEA) shall be granted five (5) days of paid leave per school year for professional business [i.e., one (1) person for five (5) days, two (2) people for a total of five (5) days, etc.]. The leave must be requested by the CLEA. President at least five (5) school days prior to the first day the leave is to be used. The CLEA shall pay the substitute used and appointed by the administration when using leave.

### Professional Leave

Licensed employees are encouraged 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 for 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 school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses must also be approved by the board.

The requirements stated in the Central Lyon Education Association Master Contract between employees in the certified collective bargaining unit and the board regarding professional development of such employees shall be followed.

### Sick Leave

Licensed employees shall be granted ten (10) 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 (15) days. The term "day" is defined as one (1) work day regardless of full-time or part-time status of the employee. A new employee shall report for work at least one (1) 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 ninety (90) days for licensed employees who are represented by the Central Lyon Education Association Master Agreement. Other licensed employees shall have the annual allocation and accrual days listed in their contracts.

Evidence may be required regarding the mental or physical health of the 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 the 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 superintendent to determine the type and amount of evidence necessary and to notify the board of his/her determination. When an illness leave will be greater than three (3) consecutive days, the employee shall comply with the board policy regarding family and medical leave.

An employee who qualifies for the Federal Medical Leave Act and has exhausted all of his/her accumulated sick leave may draw up to twenty (20) days of emergency sick leave per year from the voluntary Emergency Sick Leave Bank if he/she has donated two (2) of his/her sick days by July 1st of that current fiscal school year. Days from the bank may only be used for situations which qualify for the Federal Medical Leave Act. The bank is contingent upon voluntary donations, thus, when the bank is empty, it will be impossible to draw any additional days. This sick leave bank will carry over any unused days until the next school year to a maximum of 200 days.

The requirements stated in the Central Lyon Education Association Master Contract between employees in the certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

### Vacation – Holidays – Personal Leave

The requirements stated in the Central Lyon Education Association Master Contract between employees in the certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

### Unpaid Leave

Unpaid leave of absence may be granted at the discretion of the Superintendent and is not subject to grievance procedures. Request for the leave must be in writing from the requester stating the purpose, dates, and length of time for unpaid leave. The request must be submitted at least five (5) working days prior to the first (1st) day of the requested leave. The timelines may be waived at the discretion of the Superintendent. All days granted under this leave shall be without pay with the deduction at the employee's daily per diem rate of pay.

## Staff Reduction Procedures

### Staff Reduction

When, in the sole, exclusive and final judgment of the Board, upon recommendation by the administration, a reduction in staff is required, the administration shall attempt to accomplish same by attrition if said attrition occurs before April 30. In the event, reduction in staff cannot be adequately accomplished by attrition and given the necessity to hire and /or maintain the most competent and qualified staff available, employees shall be classified as set forth in Section B and the Administration shall base its decision as to resulting contract renewals on the following factors, in the order listed:

1. Skill, ability and competence – this shall be measured by evaluations conducted by members of the administrative staff.
2. Seniority – Seniority is defined as follows:
  - a. Seniority starts from the first day of employment at Central Lyon until the last day of employment of the present school year less any interrupted employment when the staff member was not under contract at Central Lyon. This shall apply to all staff members employed half (1/2) time or more. Employees who work less than half (1/2) time shall receive prorated seniority.
  - b. In the event a reduction in force is pending, the Superintendent shall provide the President of the CLEA, by February 15, a list of staff seniority as defined in B classification.
3. Qualifications – This shall include formal educational training and degree, additional hours earned, teaching experience in the affected subject area, and other factors supporting the employee's qualifications.

### Classification

Employees shall be classified in the following manner for purposes of staff reduction and shall be laid off in accordance with said classifications: K-12 grade level areas, including ECSE, TK and Preschool.

Employees shall be classified based upon their teaching assignment during the school year in which staff reduction procedures are commenced.

An employee with an assignment in more than one (1) of the categories listed above in this section shall be classified in the curriculum department in which he/she has the largest number of periods of assignment.

If the number of periods of an employee's assignment are equal, then the employee shall be classified in the curriculum department with the greatest length of service.

### Notification

If the administration is contemplating the layoff of any employee covered by this contract for the following year, the administration shall notify the employee by April 30. Such notice will be given according to the Code of Iowa.

### Recall

If there is a vacancy in a bargaining unit position, laid off employees with certification for the vacant position and previous teaching experience in the School District in the department in which the vacancy has occurred shall be recalled in reverse order of layoff.

Notice of recall will be given by certified mail to the last address given to the Board Secretary by the employee. A copy of the recall notice shall be provided to the president of the CLEA.

If the employee fails to respond to the recall notice within ten (10) calendar days from the day that the notice of recall was sent, or fails to respond at all, the employee will be deemed to have refused the position offered and shall be dropped from the recall list.

An employee who is terminated because of reduction in force will remain on the recall list for two (2) years after the effective date of termination unless the employee waives recall rights in writing.

Employees who are probationary teachers as defined in the Iowa Code shall not have recall rights as outlined.

### Benefits

An employee recalled shall have all benefits to which he/she was entitled at the time of termination restored effective on the date a new contract begins following recall.

The employee will be placed on the proper step of the salary schedule for the employee's current position according to the employee's experience and education at the time his/her employment was terminated. No experience shall be allowed during the employee's termination because of reduction in force.

Any employee on recall, except a probationary teacher, shall have grievance rights, but only regarding the Staff Reduction Procedure.

## Transfer Procedures

### Voluntary Transfer Procedures

Any teacher possessing the necessary qualifications may apply for a voluntary transfer to another position within the bargaining unit.

1. After the School Board has approved the position, the Superintendent will send an email to staff outlining the openings the following day.
2. Interested staff will have until 4:00 p.m. Friday of that same week to provide the Superintendent with a letter of interest. Applications shall be in writing and shall name the transfer for which the applicant wishes to be considered.
3. The granting of such transfer will be based upon the needs of the School District as determined by the administration. A written explanation shall be provided to the applicant if the request is denied.
4. Any employee who voluntarily transfers to another position within the school district shall retain his/her seniority as defined by Article VIII of this contract.

### Involuntary Transfer Procedures

The involuntary movement of an employee to a different academic/extra-curricular assignment, grade level, or subject area shall be considered an involuntary transfer.

1. Notice of an involuntary transfer shall be given in writing to an employee(s) by August 1 prior to the school year in which the transfer is to take effect. The involuntary transfer shall be finalized only after the employee involved has met with, or waived the right to meet with, the Superintendent.
2. If an involuntary transfer or reassignment is necessary, the administration will request a voluntary transfer from among those individuals being considered prior to deciding.
3. Any employee which has been involuntarily transferred to another position within the school district shall retain his/her seniority as defined in Article VIII of this contract.
4. An employee being involuntarily transferred shall have priority for returning to his/her former position in the event that position becomes available within a two (2) year period following the involuntary transfer.

## Workday

### Absences

Notify your Principal before school the day of the intended absence.

- PS-6 Staff – Steve Harman: Cell (605) 906-1320
- 7-12 Staff – Jason Engleman: Cell (712) 635-0848
- Superintendent – Brent Jorth: Cell (712) 739-0867

Each teacher is required to provide the substitute with the following aids:

1. A current, readable seating chart for each period.
2. Lesson plans for the period in writing and detailed enough to allow the substitute to plan suitable activities.

Employees may request an absence from the school day by using the "Request for Absence" form. A copy of the form can be found in the mail room by the mail boxes. Requests for absence should be turned in to the Principal in advance of the requested days of absence.

### Working Hours

Working hours are from 8:00 a.m. to 4:00 p.m. All teachers will be in their assigned room, classroom or office by 8:10 a.m. From 3:15 p.m. to 3:30 p.m., it is expected that teachers assist with the supervision of students in the hallways, common areas, and otherwise as needed by the principal.

### Leaving the Building

Anytime between 8:00 a.m. and 4:00 p.m. when teachers find it necessary to leave the building, they should check out in the office and use the sign-out sheet on the secretary's desk. We must know where we can locate you at all times. Please do not abuse this privilege.

## Miscellaneous Information

### Assembly Program's & Pep Assemblies

Periodically throughout the year assembly programs are scheduled. Teachers are required to attend these programs for the following reasons:

1. The assembly programs are considered to be a part of the instructional program.
2. The presence of teachers dispersed throughout the auditorium/gymnasium removes most discipline problems at such events and helps to present the kind of audience attention one expects such programs to be given.

You are not to stand in the doorway or along the wall. Disperse yourselves throughout the student body.

### AV Equipment, Supplies, & Check out Procedures

AV equipment is to be checked out through the Media Center. AV guidelines and regulations must be followed by everyone.

All AV equipment will be housed in the HS Media Center. To reserve equipment, sign up on the AV checkout sheet before 8:00 A.M. on the day of use, sooner if possible. The checkout sheet will be located in the library from 8:00 A.M. to 3:20 P.M.

### Bus/Vehicle Requests

Bus/Vehicles are available for extra-curricular and also other activities such as approved field trips.

### To Schedule a Bus/Vehicle

If students are involved -forms are available in the building office for scheduling a vehicle or bus. The form must be completed and submitted to the transportation manager several days in advance of the activity, so a vehicle can be reserved and if necessary, a bus driver may be secured. If no students are involved, you may submit a request online through the help desk on [www.centrallyon.org](http://www.centrallyon.org).

### Forms

All of the following forms are available in your building's office:

- Absents/Leave Slips
- Accident Reports
- Fundraising
- Requisitions
- Teacher Quality
- Vehicle/Field Trip Requests

### Fund-Raising Projects

It is imperative that the administration is made aware of and approves any and all fund-raising projects connected with any organization representing the school. Do not begin such a project until such approval has been given. Forms to request a fundraising project are in the office.

### Keys, Doors, & Lights

Building and room keys are issued. See that they do not fall into the hands of unauthorized persons. The employee is the only authorized person to be entrusted with the key(s). Never loan a key to a student regardless of the circumstances. Custodians are instructed never to loan their keys, even to faculty members.

Staff members are encouraged to lock their classroom when leaving the room unoccupied, including turning off lights in classrooms, laboratories, and other areas when not in use for a period of time.

Outside doors are never to be blocked open.

### Teacher Webpage

Central Lyon's web address is [www.centrallyon.org](http://www.centrallyon.org). Each teacher has his/her own personal webpage. It is the teacher's responsibility to contribute to the website and to keep his/her page updated.



## Textbooks

Please see that all new textbooks are stamped and numbered. Prefix the numbering with the last two digits of the first year of use for the books (14-1, 14-2, etc. ). The textbook stamp may be signed out from Subject. Textbook replacement costs: We have estimated that if a book can be used five years its replacement should be figured as follows:

after one year:	20% depreciation	after four years:	80% depreciation
after two years:	40% depreciation	after five years:	0 depreciation
after three years:	60% depreciation		

**APPENDIX II – CLASSIFIED EMPLOYEE BENEFIT SUMMARY**  
 (Administrative Assistants, Food Service, Learner Assistants, Maintenance, Transportation)

**Holidays**

All twelve (12) month employees shall be provided ten (10) paid holidays as listed:

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Independence Day           | 6. Christmas Day        |
| 2. Labor Day                  | 7. New Year's Day       |
| 3. Thanksgiving Day           | 8. Presidents' Day,     |
| 4. The day after Thanksgiving | 9. Friday before Easter |
| 5. Christmas Eve Day          | 10. Memorial Day.       |

All 225 day, or 11-month, employees shall be provided nine (9) paid holidays under the same provisions as twelve (12) month employees. Eleven-month employee holidays are as follows:

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Labor Day                  | 6. New Year's Day       |
| 2. Thanksgiving Day           | 7. Presidents' Day,     |
| 3. The day after Thanksgiving | 8. Friday before Easter |
| 4. Christmas Eve Day          | 9. Memorial Day.        |
| 5. Christmas Day              |                         |

All employees with 196 days of employment shall be provided with the following eight (8) paid holidays:

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Labor Day                  | 5. Christmas Day        |
| 2. Thanksgiving Day           | 6. New Year's Day       |
| 3. The day after Thanksgiving | 7. Presidents' Day,     |
| 4. Christmas Eve Day          | 8. Friday before Easter |

All employees with fewer than 196 days of employment shall be provided with the following seven (7) paid holidays:

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Labor Day                  | 5. New Year's Day       |
| 2. Thanksgiving Day           | 6. Presidents' Day,     |
| 3. The day after Thanksgiving | 7. Friday before Easter |
| 4. Christmas Day              |                         |

If the holiday falls on a Saturday, the preceding Friday shall be the designated holiday; if the holiday falls on a Sunday, the following Monday shall be the designated holiday.

**Leaves of Absences**

Leave days are awarded at the beginning of the school year unless otherwise indicated.

**Bereavement**

The number of days of leave designated for each category shall be provided to an employee on a per occurrence basis and shall be approved by the Superintendent. Eighty percent (80%) of an employee's allowable bereavement days may be used within 21 calendar days of the actual death. Twenty percent (20%) of allowable days may be used within one calendar year from the actual death. Extenuating circumstances are at the discretion of the superintendent.

Number of Days	Relationship
10	Spouse, son, daughter, step-child, and/or legal dependents
5	Mother, father, sister, brother
5	Grandchild, sister-in-law, brother-in-law, mother-in-law, father-in-law, son-in-law, and daughter-in-law provided travel distance is over 250 miles
4	Grandchild, sister-in-law, brother-in-law, mother-in-law, father-in-law, son-in-law, and daughter-in-law provided travel distance is 250 miles or less
3	Grandmother, grandfather

1	Any other funeral 25 or more miles from Rock Rapids.
1/2	Any other funeral less than 25 miles from Rock Rapids.

If an employee is asked to be a pallbearer or the funeral is for any relative, the 25 mile limit will be waived. When attending funerals, the building principal must be notified at least one day prior to the employee's absence. If the funeral is on a Monday, the building principal could be called as late as Sunday at home.

### Civic Responsibility

The employee shall make application to the Superintendent immediately for such absence, and deductions in salary shall be made or the employee, if paid as a witness, submits payments to the District to receive their regular daily (hourly) rate of pay. Leave granted within this section shall not be deducted from the sick leave bank. (Example: Jury Duty, civic responsibilities, legal summons).

### Family/Emergency Leave

- A. An employee covered by this contract is eligible to use up to 4 days of his/her allotted sick leave for family emergency or illness of a parent, child or stepchild, or spouse.
- B. An employee will be allowed to use his/her family emergency days if a grandchild, sibling, mother-in-law, or father-in-law is hospitalized or actively dying.
- C. All other related family emergency leave requests are at the discretion of the Superintendent. The intent of this leave is not for babysitting children or grandchildren who are not hospitalized or otherwise covered under this summary.
- D. If an employee voluntarily donates one of his family emergency days to the family emergency sick leave bank, that employee will be eligible to draw up to five (5) additional family emergency days per school year if they have donated one (1) of their sick days by July 1<sup>st</sup> of that current fiscal school year. The bank is contingent upon voluntary donations, thus, when the bank is empty, it will be impossible to draw any additional days. Unused days in the bank are not cumulative from one (1) contract year to another.

### Family and Medical Leave Act (FMLA)

- A. If an employee has a situation which qualifies for the Federal Medical Leave Act, the employee will be allowed to use all of his/her accumulated sick leave.
- B. An employee who qualifies for the Federal Medical Leave Act and has exhausted all of his/her accumulated sick leave may draw up to twenty (20) days of emergency sick leave per year from the voluntary Emergency Sick Leave Bank if he/she has donated two (2) of his/her sick days by July 1<sup>st</sup> of that current fiscal year. The bank is contingent upon voluntary donations, thus, when the bank is empty, it will be impossible to draw any additional days. This bank will carry over any unused days until the next school year to a maximum of 200 days.

### Personal Leave

Classified employees shall be granted two (2) days personal leave per contract year with no questions asked.

- A. Such leave may not be used during the first day of in-service for a new school year or the first or last student contact day. Extenuating circumstances are at the discretion of the Superintendent.
- B. Personal leave may accumulate up to a total of four (4) days.
- C. The leave is provided, conditional upon and limited to the District's ability to find suitable substitutes.
- D. Personal leave will be approved by the employee's supervisor/director and Superintendent.

### Professional Leave

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent ten (10) working days prior to the meeting or conference.

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

### Sick Leave

Classified employees shall be granted ten (10) days of sick leave in their first year of employment. Each year thereafter, one (1) additional day of sick leave will be granted to the employees up to a maximum of fifteen (15) days. The term "day" is defined as one (1) work day regardless of full-time or part-time status of the employee. A new employee shall report for work at least one (1) 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.

Years of Employment	Number of Days
1st full year of employment	10 days
2nd full year of employment	11 days
3rd full year of employment	12 days
4th full year of employment	13 days
5th full year of employment	14 days
6th full year of employment and all subsequent years	15 days

The above amounts of sick leave shall apply only to consecutive years of employment in the Central Lyon School District, and unused portions shall be cumulative to a total of ninety-five (95) days plus the sick leave for the current year of employment. This policy shall be retroactive to the first day of employment.

When using sick leave for a prescheduled doctor's appointment within 50 miles of Rock Rapids, the employee may use ½ day per appointment. If the appointment is 51 or more miles away from Rock Rapids, the employee may use a full sick day. If a ½ is not possible because of scheduling, a full day may be granted at the discretion of the Superintendent. The preceding statement also applies to family emergency leave and the Federal Medical Leave Act.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the 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 is within the discretion of the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three (3) consecutive days, the employee shall comply with board policy regarding family and medical leave.

An employee who qualifies for the Federal Medical Leave Act and has exhausted all of his/her accumulated sick leave may draw up to twenty (20) days of emergency sick leave per year from the voluntary Emergency Sick Leave Bank if he/she has donated two (2) of his/her sick days by July 1st of that current fiscal school year. Days from the bank may only be used for situations which qualify for the Federal Medical Leave Act. The bank is contingent upon voluntary donations, thus, when the bank is empty, it will be impossible to draw any additional days. This sick leave bank will carry over any unused days until the next school year to a maximum of 200 days.

If an employee is eligible to receive workers' compensation benefits, the employee shall contact the School Business Official to implement these benefits.

### Unpaid Leave

Absence without pay may be authorized by the Superintendent for purposes which are considered necessities. Absences without pay shall be deducted from the employee's salary in accordance with the school district's pay deduction regulations and appropriate to the employee's daily or hourly wage.

## **Longevity Increase**

Effective in the 2008-2009 school year, employees with years of continuous employment will be provided with a longevity increase at the following intervals and amount: ten (10) years will receive an increase of \$. 20 and twenty (20) years will receive an increase of \$. 25. Longevity increases will be given in the anniversary year. One retroactive longevity increase will be given to any employee with greater than 20 years of service. The one (1) year and five (5) year longevity increases will cease to exist effective July 1, 2006.

## **Tax Sheltered Annuity**

All Classified employees may participate in tax sheltered annuities. Annuities must be a minimum of \$300. 00 per calendar year payable to the state plan, RIC 403b plan. The payment may be monthly or one yearly payment of the total amount of benefit the employee is eligible to receive.

## **Transportation Personnel**

Transportation Personnel shall receive a per meal allowance based on District policy on out-of-town trips. They will also be reimbursed up to the rate charged by the Pioneer Medical Center for an annual bus physical examination. The District will reimburse the employee for the actual cost of their CDL. The District will reimburse route drivers in ½ hour increments at their activity wage rate for drug and alcohol screenings. Should Bus Drivers be called to duty for early dismissals or late starts, due to inclement weather, they shall be compensated at the hourly activity rate times 1½ hours.

## Vacation

All twelve (12) month, full-time employees shall earn, on a daily basis, paid vacation based on the following schedule:

<b>Years of Employment</b>	<b>Amount (a portion is earned daily)</b>
1 year (probationary)	5 days
2 years to 3 years	10 days
4 years and continues thereafter	15 days

All employees who are employed for less than twelve (12) months shall not receive a paid vacation.

Effective July 1, 2005, vacation must be used in the year it was earned with carryover into July and August of the following year; carryover not to exceed 10 days.

## APPENDIX III – LEARNER ASSISTANTS (PARAEDUCATORS)

This section is dedicated to ensuring Learner Assistants have the information and training they need to work safely and effectively with special education students. Although each assignment will be different, there are certain basic areas in which it is felt that all Learner Assistants should be trained, and others that will be based on need.

Some Learner Assistants work with one student at a time while others work with groups of students, and assignments can change as often as daily based on student need. Therefore, this manual was designed to assist general education teachers, special education teachers, the Learner Assistants, and the administration in determining the specific training that each Learner Assistant needs in order to be effective in his or her job.

### Absence

Please notify the building principal, as well the supervising teacher in advance of your absence. If you will be absent from work due to an immediate illness or other emergency, please notify your principal and special education teacher as soon as possible, preferably by 6:30 a. m. on the date of your absence.

### Chain of Command

When needing to discuss concerns about your job or a specific student you work with, you should follow certain steps. You should typically approach your immediate supervisor as a first step. Your immediate supervisor is the teacher to whom you have been assigned. If your concern is not addressed or resolved to your satisfaction, then you should approach your building administrator.

Daily conversations regarding student behavior and progress should be taking place with your supervising teacher, typically through a daily morning check-in, as well as throughout the day. If you have a question or concerns about the student, first address them with the teacher. If there is a personality conflict or you do not feel comfortable addressing that person, talk to the building principal. Do not discuss personality conflicts with other Learner Assistants or community members.

Within the general education and special education classrooms, the certified teacher is in charge. The teacher is responsible for disciplining the students in the classroom. The teacher will establish and enforce classroom rules and expectations. The teacher will communicate to the Learner Assistant his or her role in this process.

### Confidentiality

Federal law, state law, and district policies protect the privacy of personal information and records of students with special needs. When working with students in special education, it is important to adhere to confidentiality requirements. Confidentiality means that all information about all students is private information and may only be shared within the school setting among individuals directly working with the student, on a “need to know” basis.

Ways to maintain confidentiality:

- Do not discuss your work with anyone not associated with the child’s educational program.
- When talking about your job, avoid specific student names.
- Never use information about a student as gossip or as a joke.
- Focus comments on student strengths and be positive.
- Redirect comments/questions from parents to the teacher.
- Never make suggestions or recommendations about a student’s program. to any outside source - redirect all questions to the teacher.

### General Tips to Remember when Working With Students

- Treat all students with respect and talk to them using a calm, assertive voice.
- Refer to students by their names, not their disabilities.
- Follow through with what you tell the students. Do not give empty threats or promises. Be sure to consult

your supervising teacher regarding disciplinary needs and issues. Every student is different.

- Assist with the arrival and departure of children as needed.
- Assist with the instruction of personal hygiene with students in a respectful manner.
- Monitor and provide positive discipline as necessary.
- Praise and motivate students frequently.
- Aid with all instructional activities as needed.
- Assist all students in the classroom and divide your time according to student needs.
- Provide more individual attention to students who need it.
- Read with students during appropriate times in the classroom so as to not disrupt instruction.

## Interacting With Parents

Interaction with parents should be on a professional level. Learner Assistants may provide information regarding daily routines and upcoming events. If parents are seeking information about a student's progress, direct them to the teacher. By directing them to the teacher you are taking yourself out of the equation and will avoid the possibility of miscommunication. If communication needs to occur at any time about a specific student concern, this communication should occur with the teacher and/or building principal.

Sharing your own personal information with parents, such as cell phone numbers and personal e-mail addresses, is discouraged. As a Learner Assistant, you are an employee of the district and should represent yourself in a professional manner.

If you are directed to write up an incident, always check with the teacher and show them what is being written. Be careful of what is put in writing or what information you communicate as it can always be used in legal situations. If you complete a daily log or chart as part of a student's programming needs, follow these recommendations:

- Document successes and challenges
- Include facts only, no opinions
- Be as brief and succinct as possible
- Mention upcoming changes in schedule, etc. for which a parent may need to prepare the student
- Daily logs can be reviewed by the teacher before being sent home

## Medical Needs

In general, a student with specific medical needs will have a documented health plan with the school nurse which will also be mentioned in the IEP. Learner Assistants working with these students will be given all necessary information and training to follow the student health plan. Services may include, but are not limited to, cleaning classroom areas, assisting with feeding and/or toileting, and transferring students with physical needs. The physical therapist provides training to all adults in the building who will be involved with student transfers.

## Medication

All medication shall be distributed and documented through the office by trained personnel. School secretaries are the trained personnel in the school district.

## Medicaid Billing

Some students, due to medical or behavioral needs, qualify for Medicaid billing. You will be made aware of any needs of your students by the school nurse. If you are required to document for Medicaid Billing, you will be provided with training. Please follow these guidelines when documenting:

- White paper only
- Blue or black pens only – No pencils
- Fill in each line - No ditto marks or squiggly lines
- If you make a mistake, cross out with one line and initial
- Make sure the year is included with the date
- Fill in in chronological order



- You cannot bill for time if someone else such as OT, PT, principal, etc. is working with your student unless you are assisting; do not document time if you are not involved in that time slot
- Turn in documentation monthly
- All records are confidential
- Secretaries can make you copies, so don't write on your last form
- Notify the school nurse if the health plan is not current (i. e. , no longer helps with toileting, feeding, etc. )
- Paraeducator billing on Medicaid sheets is ONLY for health and behavioral needs - NOT for academic assistance
  - Health code - T1019; add HG if group
  - Behavior code - 96152; group - 96153
- Comments and student response are related to HOW the student is doing - not what the student is doing, what class the student is in or what the Learner Assistant is doing
- Records are kept for 5 years

## Modifications & Accommodations

Modifications and accommodations assist the student to access the curriculum and activities of the classroom. The IEP team decides whether a change constitutes an accommodation or a modification. Any accommodations or modifications for students that you work with will be directed by the special education teacher in charge of the IEP.

- Modification: A modification significantly alters the standard of what is being learned.
- Accommodation: An accommodation is a change to the delivery of instruction or way the student responds which does not change or alter the standard of what is being learned.

## Professionalism

All Learner Assistants will be addressed by Mr. /Mrs. /Miss/Ms. and their first or last name by staff and students within the building when serving in a professional role. This creates a level of respect and authority and sets Learner Assistants apart from the students within the classroom setting.

When choosing your clothing, please remember that you are a professional who is setting an example for students. Clothing helps to establish credibility, professionalism, and respect. Learner Assistants will be working with active children, so dress accordingly. However, jeans should be reserved for Fridays unless otherwise specified by your supervising teacher or a building administrator.

## Promoting Student Independence

The overarching goal of special education students is to meet student needs while also giving them tools and skills in order to build independence. Learner Assistants play a key role in this process. While Learner Assistants are assigned to assist students with various tasks and activities, it is important to remember that students need to learn to complete these tasks and activities independently to the degree they are able. When too much assistance is given, students may begin to exhibit tendencies of "learned helplessness." This occurs when a person does not feel like he/she has any control over various situations, so begin to behave in a helpless manner and allow others to do everything for him/her.

### What is my role/goals?

- To increase independence and decrease dependence
- To assist the student to reach his/her potential using the IEP as a road map
- To increase peer interaction and inclusion
- To use appropriate strategies and materials
- To model appropriate behavior and communication

### Who is to offer support to a student?

- Students must also work with the general education or special education teacher to build the student-teacher relationship.
- At times, the student needs to work alone to experience autonomy of learning - if a student has never worked alone, the student may think he/she can't!

#### **When do you need to offer support?**

- No student needs direct support every minute of every day; there are times when other forms of support would suffice (a reminder note on the desk, a visual cue, etc. ).
- Recognize when support is needed by observing the student and the classroom activities and expectations.

#### **When do you decrease the level of support?**

- No student should be expected to spend all of their learning time with one person
- If a student does not function without an assistant constantly by his/her side, the Learner Assistant will need to find ways to gradually move away from the student
- Don't respond immediately to every request a student makes
  - Provide a 10 second delay before responding
  - Hold up your hand to acknowledge the request - Signaling the student that you have heard the request and will be there shortly
  - While standing close to the student, talk to others and offer support to others - expect students to "share" you
  - Work at a site within view of the student, but not next to the student

## **Reading & Implementing the IEP**

As a Learner Assistant, you may be implementing the Individual Education Program. (IEP) as directed by the special teacher. The IEP is a legal document that outlines the services that a student in special education receives as agreed upon by the IEP team Also included in this plan are academic, social/emotional, behavioral, speech, and/or motor goals. The teacher is responsible for ensuring the goals are being met; however, the Learner Assistant will be directed on how to work with students to make sure their goals are being implemented.

Sections of the IEP which are especially important to be familiar with are the student's goals, services, accommodations, modifications, behavior intervention plans (BIPs), or health plans.

The special education teacher will direct you regarding your role in implementing the IEP, including any progress monitoring you may be involved in. If you have any questions about a student's IEP or services, please ask your supervising teacher.

## **Student Behavior Needs**

### **Self-Regulation**

Some students with disabilities have a difficult time controlling their mood or level of alertness. This can make it difficult for them to pay attention in class, engage in learning, and complete their work.

If a student appears drowsy, bored, tired, etc. staff can increase their level of alertness with ideas such as:

- Getting a drink of water or splashing their face with water
- Taking a short walk
- Doing stretching exercises
- Taking deep breaths
- Chewing something crunchy, sour, etc.
- Doing wall push-ups
- Doing heavy lifting (books, blocks)

If a student appears agitated, angry, nervous, etc. staff can calm students with ideas such as:

- Deep breathing

- Calming visualization
- Putting head on desk to relax
- A timed break
- Sitting in a bean bag chair
- Soothing music with headphones

## Positive Reinforcement

In school it's about catching a child doing something good that you want them to do and rewarding them for it. Sometimes the reward can be as simple as a "high-five." The child gets positive attention and a reward for doing the right thing and hopefully will focus on repeating that behavior.

A child needs to know exactly what they did right. Just saying, "Good job," might be nice, but not always enough. Say, "Good job, Jane. I like how you sat in your seat the first time you were asked," then give the reward immediately. It might be a "high-five," a point, a sticker, or a tap on the shoulder.

## Prompting

Prompts are known as a *temporary crutch* that should be systematically withdrawn as soon as the student begins to perform the skill independently. What does a prompt do? It increases the likelihood that the student will engage in the correct behavior at the correct time.

During teacher-led instruction, prompts should focus the student's attention on the teacher's instruction/direction or the natural cue.

- Prompts should be as weak as possible.
- Prompts should be faded quickly.
- Unplanned prompts should be avoided.
- Prompt, reinforce and fade.

Start with prompting the student to attend to the teacher OR the other students (i.e. , "What do you need to be doing now?"). Allow for students to rely on their surroundings by phrasing prompts like, "What are the other kids doing?", or "What did the teacher say to do?"

## Sensory Needs

"Some challenging behaviors in the classroom may be due to a child either **seeking** or **avoiding** certain sensory input." (Spitzer, 2004)

*Sensory* - Information that the brain receives about sight, smell, sound, touch, proprioception (activities that make the brain aware of the body in space), and vestibular movement

*Sensory Diet* - A schedule of activities that assists the individual in getting ready to undertake a task. These activities or events help to balance out one's neurological state, so that one is neither too aroused nor too under-aroused to engage in the task at hand. A child in need of a sensory diet may need tune-ups throughout the day. The key concept is prevention through use of sensory items on a regular basis throughout the day so as to prevent regulatory flare-ups.

## Sensory Room Guidelines

1. The sensory room is available as needed or directed by the IEP.
2. Have students remove shoes before entering.
3. Make sure to sanitize items after each use.
4. Both students and Learner Assistants need to use hand sanitizer when leaving the room.

If you have questions regarding a student's sensory needs, first refer to the special education teacher. You may be referred to the Occupational Therapist for further assistance.

## Types of Accommodations Which Can be Made

1. **Participation** - Adapt the extent to which the student is actively involved.  
*For example: Lying down to listen quietly to a story is as acceptable as sitting upright and responding to questions.*
2. **Time** - Adapt the time allotted and allowed for learning or task completion.  
*For example: More time may be needed by some students to get dressed for outside play, or to complete an assignment.*
3. **Difficulty** - Adapt the skill level or the rules of how the student approaches the activity.  
*For example: A cutting and pasting activity might include tearing paper when cutting is too difficult.*
4. **Input** - Adapt the way materials and information are presented, including the way you use language.  
*For example: Use picture cues, simplify language, or demonstrate instructions.*
5. **Output** - Adapt how the student can respond, including how much you expect to be accomplished.  
*For example: Choices made using eye gaze are as acceptable as spoken answers. Some students may be allowed to make oral, rather than written reports.*
6. **Alternate Goals** - Identify different goals and outcomes for students within the same learning activity.  
*For example: Some students may be practicing addition with money, while another student is learning to identify coins.*
7. **Level of Support** - Vary the amount of personal assistance provided.  
*For example: Hand –over-hand assistance may be needed for toothbrushing, but none is needed for outside play.*
8. **Alternative Teaching Opportunities** - Use other opportunities throughout the day to teach the student concepts and/or skills presented in planned learning activities.  
*For example: Placing one plate and one napkin for each chair at the table may meet a goal for 1:1 correspondence better than a counting activity.*
9. **Environment** - Adapt the flow of the room, seating, and positioning options. Adapt materials to meet individual needs.  
*For example: Provide a variety of materials in the sand table to allow for differences in ability to grasp and release.*

## Wages

Learner Assistants who attain certification will receive an increase of \$0.25 per hour in the school year following certification. Certification may be obtained with a baccalaureate degree or specialized training.

## Work Schedule

The standard work day for all Learner Assistants is 8 a.m. to 3:30 p.m. with a half hour unpaid lunch. The Learner Assistant's schedule is usually determined by the duties for which they are hired.

Each Learner Assistant's daily schedule will be determined in working with the principal and the supervising teacher to which they are assigned. This will be impacted by class schedules and student needs. Duties and schedules are subject to change throughout a school year. There may be occasions that a Learner Assistant will be requested to work additional hours due to field trips, music programs, student needs after school, etc. These will be addressed on an as-needed and individual basis by the supervising teacher and/or administration.

Time sheets will be filled out on a daily basis and remain in the respective building offices. Hours submitted for paid days off including sick leave, personal days and holidays will be the same as an individual's regular work day.

Learner Assistants receive seven paid holidays including Labor Day, Thanksgiving (2), Christmas Day, New Year's Day, Presidents' Day, and the Friday before Easter. If the holiday falls on a Saturday, the preceding Friday shall be the designated holiday; if the holiday falls on a Sunday, the following Monday shall be the designated holiday.

## APPENDIX IV – ACTIVITIES, COACHING & SPONSORSHIPS GUIDELINES

The purpose of this section is to provide information on the procedures used in the activities program of the Central Lyon Community School District. Because of the number of co-curricular activities offered in the secondary, grades 7-12, we strive for consistency.

### Philosophy of the Activities Program at Central Lyon Community School

Central Lyon Community Schools will employ coaches/sponsors/directors who can, among other things, stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the Siouxland Conference and the state. This goal can be accomplished by following local school policy and any regulations set by the appropriate governing body.

The major goal of the activities at Central Lyon is to provide each student enrolled in grades 7-12 an opportunity to participate in a sound educational experience through a variety of events. These activities will nurture the following: a sense of worth and competence; willingness for self-discipline and sacrifice; continued development of sound moral values; a development of physical skills; knowledge of the activity; and a love for the pleasures of athletics and other activity programs.

The Central Lyon School District does not discriminate on the basis of race, color, national origin, creed, socio-economic status, religion, gender, disability, sexual orientation, gender identity, or marital status in admission or access to, or treatment in, its programs and activities or any other legally protected status. The Central Lyon School District is an EEO/AA employer.

### National Code of Ethics

This statement is from the National Council of State High School Coaches Association.

As a professional educator, I will:

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and in spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate mastery of and continuing interest in coaching principles and techniques through professional improvement.
- Encourage respect for all athletics and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Fulfill responsibilities to provide health service and an environment free of safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among all athletes.
- Seek to inculcate good health habits including the establishment of sound training rules.
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.

The general purposes of the athletic program. :

1. For the participant: Competition offers increased opportunity for improving playing skill, developing physically, promoting friendship and understanding, and learning good sportsmanship. It is intended that athletic competition develops the understanding that the rules of the game are similar to the rules of everyday living.

2. For all students: programs provide opportunities for developing positive school morale, for being sportsmanlike hosts to visiting students and athletes, and for exercising the qualities of fair play and courtesy. The athletic program. is considered part of the school's curriculum, educational in both purpose and conduct.
3. For the community: These programs afford increased opportunities for wholesome, school-community relations under constructive supervision.

#### The School Provides

- An opportunity for every student to participate in some phase of the extra-curricular program.
- Leadership from coaches/ directors/ sponsors and other supervisors.
- Necessary equipment and facilities.

#### The Student Provides

- A desire to excel.
- A good attitude, which should include
- Training rules. High regard and willingness to conform.
- Equipment. Proper care.
- A desire to represent the school, student body, and community in the proper manner.

#### The Parents Provide

- Encouragement to their son(s) and/or daughter(s) who participate.
- Assistance in enforcing training regulations.
- Support to the program. (s) in which their son(s) and/or daughter(s) is participating.

### **Philosophy of Participation**

- Grades 7-8: The goals center on allowing all participants a chance to belong. The team concept should be introduced at this level. Emphasis should be placed on fundamentals and participation by all.
- 9<sup>th</sup> Grade Level: Generally, the participation level remains high, but will not be equal. Fundamentals should be stressed. An expanded schedule and longer season lead to more competition for playing time. This level becomes more preparing athletes for junior varsity and varsity participation.
- JR. Varsity: Because the level of competition is more advanced, not all individuals can expect equal playing time. In order to establish a winning tradition, more emphasis is placed on winning.
- Varsity Level: Because this is the highest level of competition, the coach/ director/ sponsor will play the participants he/she deems the most capable and best representatives of the school. Obviously, winning is important. This level is the culmination of all levels of training in skill development.

## Absences

Each coach/director/sponsor will determine an attendance standard in his/her program. This standard will be announced to the team/group and given to all participants. The policy will also be given to the Activity Director.

## The Activities Director

The following items shall constitute the duties of the Activities Director of Central Lyon Community School.

1. Directs all phases of activities in the secondary school (grades 7-12).
2. Assists in the selection of activity personnel, assignments of staff, and in making recommendations to the Board of Education.
3. Delegates duties to athletic and other activity personnel.
4. Schedules events in all activities and takes all actions necessary for the proper administration of these events, including the originating and signing of all contracts with the superintendent involved to the extent of discussing when new schools are added to the schedule or when schools are to be dropped from the schedule. He/she is responsible for cancellation or postponement of events due to circumstances beyond his/her control, using other administrators for consultation. When the decision is made, he/she should notify the superintendent and principal of the decision prior to implementing it. It is also the AD's responsibility to reschedule these events, if possible.
5. Maintains a master schedule of events as scheduled.
6. Arranges, in conjunction with coaches/directors/sponsors and the transportation director, transportation for contests and events.
7. Assists in arranging meals and lodging, when necessary, for groups traveling longer distances.
8. Formulates department health policies in accordance with local and state regulations, including documenting physical examinations and concussion forms.
9. Oversees formulation of athletic award policies.
10. Coordinates practice schedules for all activities to avoid conflicting scheduling of school space.
11. Formulates policies for the conduct of participants in cooperation with the building principal and related staff.
12. Approves requisitions for purchases of supplies and equipment.
13. Formulates policies for care, maintenance, and annual inventory of equipment and supplies.
14. Accounts for all monies handled in the various activity program in accordance with prescribed local and state procedures; including approving all expenditures from the activity account.
15. Promotes continuous curriculum development within assigned programs and makes recommendations to the superintendent.
16. Assists in establishing and maintaining good relations with civic, professional, service, and parent organizations, and with the community in general; and by having an active interest and involvement in community activities and represents the school in this regard.
17. Performs other duties assigned by the superintendent.
18. Advertises vacancy announcements for extra-curricular positions.
19. Makes applications for as many postseason events as possible.

## Activity Meetings

Coaches/directors/sponsors can expect meetings to be held for in-season activities to periodically monitor happenings throughout the season. Head coaches/directors/sponsors in grades 9-12 will attend a meeting between the Activities Director and the 7-8 personnel before the start of the season. The objective of these meetings is to ensure the direction/objectives are cohesive.



## **Assistant Coaches/Directors/Sponsors**

Below is a description of the duties and responsibilities of all assistant coaches/sponsors (grades 7-12) in the Central Lyon School system:

1. Help in getting facilities and equipment ready to be used and/or issued.
2. Help issue, order, and inventory equipment.
3. Help in seeing that training rules are enforced, and violations reported.
4. Carry out all duties assigned by the head coach/director/sponsor/and or the school district.
5. Help in seeing that injury and insurance reports are made and kept on file.
6. File injury reports in any activity that is being overseen by the assistant.
7. Be at all practice sessions and all contests, and/or be available for a scouting, statistics, or video assignment as established by the head coach/director/sponsor.
8. Work closely with medical personnel and families of injured participants.
9. Supervise locker room facilities and practice sites until all students have left the site.
10. Remain present until all students have left after returning from out-of-town extra-curricular events.

## **Athletic & Activity Camps**

Coaches/directors/sponsors are encouraged to run camps for the development of our youth as well as for our teams in grades 7-12. To be fair to other personnel, and for protection of the staff running the camp, individuals are expected to adhere to the following guidelines for camps:

- All camps must not conflict with other activities (especially in-season activities), must be approved by the activity director, and must be properly insured through the school's insurer.
- Fees charged to participants must be minimal.
- All payments/fees must be run and monitored through the district's activity account.
- A financial record of the camp's proceeds must be filed with the activity director.

## **Athletic Awards**

Students may earn one or more of the following athletic awards at Central Lyon:

1. Letter Award Certificate (indicating the participant met the lettering criteria of that particular sport)
2. Letter (one felt letter per student for his/her high school career) given after the participant's first varsity letter
3. Siouxland All-Conference certificates
4. Other state and district recognition.
5. Bernie Saggau Award (senior athlete of either gender)
6. Sportsmanship Award (senior athlete) one male/one female

Letters will be awarded at the end of each season. Each coach will determine the standard set in his/her sport for winning a letter. This standard should be posted or known by the squad before the season starts, to relieve problems at the end of the season. Each coach will be responsible for handing out letters and other awards. Each head coach shall provide the activity director a copy of his/her lettering policies and team rules before the start of the respective season. At the completion of the season, the coach will provide a list of letter winners to the activity director.



## Attendance at School

Students must be in school the last half of the day preceding an event in order to participate. There will be exceptions for non-illness related absences if the situation warrants. Communication between the principal/activity director will aid in dealing with all situations.

## Budget and Finance

Program activities are supported through gate receipts from all contests, as well as from the yearly purchase of activity tickets. Each spring, a working budget is established for each activity program. Each head coach/director/sponsor is responsible for the purchase of all budgeted materials. The head coach/director/sponsor will request purchase order numbers from the activity director before purchasing any materials. The activity director will be responsible for purchase orders to pay officials. All financial transactions related to activities will go through the activity director. The activity director has the right to approve or deny any activity purchases.

## Calling in Scores & Game Stats

All head coaches are responsible for calling radio stations, television stations, and newspapers with results from all home contests. The head coach may delegate this task to assistant coaches or student managers, but it is the head coach's responsibility to see that the task is taken care of properly. A list of media outlets will be given to all head coaches and posted in the coaches' offices.

## Care of Equipment

In order to give participants a sense of responsibility and appreciation of their equipment, squad members are to be held accountable for the abuse and/or loss of it. The cooperation of all personnel is mandatory in seeing that participants maintain proper care of all equipment. Theft of school property/equipment is not acceptable. Unless coaches/directors/sponsors police the care of equipment, students will continue to believe coaches/directors/sponsors accept the practice of stealing school property.

It is the school personnel's responsibility to see that participants always put away and/or check in their equipment after practices and contests. Any equipment lost by a student must be paid for by that individual. Any loss of equipment should immediately be reported to the school personnel, rather than waiting until the end of the season. All school officials are responsible for the proper storage and maintenance of all equipment. Coaches/directors/sponsors are to inform their participants not to exchange any equipment (practice or game). If a change is needed, the individual should consult the proper coach/director/sponsor. That adult will make the proper exchange. No students are to use the gyms, locker rooms, showers, or weight room unless supervised by a faculty member. Any exception must be approved by the activity director. The coach or faculty member in charge of the gym or weight room is responsible for returning all equipment to its proper place or storage area, even if the equipment was not in its proper place when the supervision began. An accurate listing or inventory needs to be developed by the head coach/director/sponsor for all activities and given to the activities director.

## Central Lyon Booster Clubs

The Central Lyon Athletic and Music Booster Club were organized with the purpose of helping students in the Central Lyon Community School. Money is raised by hosting tournaments and running concessions, along with various other fundraisers. Both booster clubs have donated a great deal of money on a yearly basis to support Central Lyon Activities in a variety of ways. All activities benefit from their generosity. All school personnel need to be actively involved in the booster club and support their endeavors by volunteering time and attending meetings. Doing so promotes goodwill and positive public relations. The boosters need to know that coaches/directors/sponsors appreciate the help, and are willing to be active supporters, not just beggars when the money is awarded.

## Changing Activities During the Season

During any season when two activities are running concurrently, the individual will not be allowed to change from one activity to another without previous consent of coaches/directors/sponsors involved, along with the approval of the activity director. If all parties agree that the individual may make a better contribution to him/herself and the

other activity, transfer to the other squad may be recommended. When the coaches/ directors/ sponsors involved cannot agree on a change, the final decision will be made by the administration/activity director. Once a student has determined his/her direction in activities, no pressure is to be brought to bear on him/her by another coach/director/sponsor to change activities. Occasionally a wrong choice has been made; however, the choice to change should come from the individual, not an adult from the other activity.

### **Coach/Director/Sponsor Attire**

Coaches/directors/sponsors at all times when in charge of their teams will remember to look the part and will represent the Central Lyon Community School District appropriately. Coaches/directors/sponsors are responsible for purchasing their own attire.

### **Coaches/Directors/Sponsors Conduct**

Good coaches/directors set examples. Refrain from using “foul” language. A team reflects its coaches/directors/sponsors. Therefore, our coaches/directors/sponsors will stress good sportsmanship at all times. Administrative action will be taken against coaches/directors/sponsors who violate good conduct and sportsmanship during practices and contests, up to and including termination.

### **The Coach/Director/Sponsor & His/Her Leadership**

The function of the coach/director/sponsor is to educate students through participation in various activities. This primary and basic function must never be disregarded. In teaching an activity, the coach/director/sponsor must realize there are certain rules designed to protect the participants and provide common standards for determining a winner and a loser. Any attempt to beat these rules, to take any unfair advantage of any opponent, or to teach deliberate unsportsmanlike conduct has no place in Central Lyon activities, nor has any adult guilty of such teaching have any right to call himself/herself a Central Lyon employee.

The coaches/directors/sponsors should set the examples for winning without boasting, and for losing without bitterness. Any individual who conducts himself/herself according to these principles needs to have no fear of failure, for in the final analysis, the success of a coach/director/sponsor can be measured in terms of the respect earned from each participant and the school's opponents.

### **The Coach/Director/Sponsor & His/Her Players**

In his/her relationship with participants (and other students) under his/her care, the coach/director/ sponsor should always be aware of the tremendous influence he/she wields for good or bad.

The coach/director/sponsor should never place the value of a win above that of instilling the highest desirable ideals and character traits in his/her players. The safety and welfare of his/her players should always be uppermost in a coach's/director's/sponsor's mind, and they must never be sacrificed for any personal prestige or selfish glory.

All coaches/directors/sponsors must remember they are a living example for all of the young people in the community in which they participate. It is vitally important for them, and the profession which they represent, that their actions and behavior bring credit to activities at all times.

### **The Coach/Director/Sponsor & His/Her Professional Contacts**

In their relationship with other coaches/ directors/ sponsors, it should be assumed that all members of the profession are people of integrity and are making an honest effort to follow the precepts of this code. Therefore, opposing coaches/ directors/ sponsors should be treated courteously as guests of the school when Central Lyon competes as home and as professionals when Central Lyon competes on the road. Moreover, the winning coaches/ directors/ sponsors should do all in his/her power to assure that the losing team be allowed to lose with dignity and leave the contest with self-respect.

Sportswriters and sportscasters should not be used as a means of relieving ill feelings toward other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with the same respect and honesty that is expected of them.

Officials are an integral part of the game, and it should be recognized that they too maintain high standards of integrity and honesty. Just as coaches/directors/sponsors can make mistakes, so can officials. It is important that their efforts to contribute to the education of young people through sports be recognized and supported.

### Communication & Practice Schedule Conflicts

As the school year progresses, it will be unavoidable to have students that may have conflicting practice schedules. It is not unusual to have activity sponsors needing to work together to handle scheduling conflicts. In many cases, students are involved with a variety of activities, and practice times may conflict. No matter what the circumstances, it is imperative that activity sponsors work together for the benefit of the student rather than trying to create problems that may catch the student in the middle. It is important to respect the practice times of others and attempt to work out situations that may benefit the student in all circumstances.

### Competition

Competition at Central Lyon Community Schools is offered on the following levels:

Sport	Levels Offered
Football	Varsity, Junior Varsity, 9 <sup>th</sup> , 8 <sup>th</sup> and 7 <sup>th</sup> grades (shared with G-LR)
Volleyball	Varsity, Junior Varsity, 9 <sup>th</sup> , 8 <sup>th</sup> and 7 <sup>th</sup> grades
Cross Country	Varsity, Junior Varsity (shared with G-LR)
Girls' Basketball	Varsity, Junior Varsity, 9 <sup>th</sup> , 8 <sup>th</sup> , and 7 <sup>th</sup> grades
Boys' Basketball	Varsity, Junior Varsity, 9 <sup>th</sup> , 8 <sup>th</sup> , and 7 <sup>th</sup> grades
Wrestling	Varsity, Junior Varsity, combined 7 <sup>th</sup> and 8 <sup>th</sup> grade (shared with G-LR)
Girls' Track	Varsity, some Junior Varsity, combined 7 <sup>th</sup> and 8 <sup>th</sup> grades
Boys' Track	Varsity, some Junior Varsity, combined 7 <sup>th</sup> and 8 <sup>th</sup> grades
Girls' Golf	Varsity and some Junior Varsity
Boys' Golf	Varsity and some Junior Varsity
Softball	Varsity, Junior Varsity, 9 <sup>th</sup> , 8 <sup>th</sup> and 7 <sup>th</sup> grades
Baseball	Varsity, Junior Varsity, 9 <sup>th</sup> grade, 8 <sup>th</sup> and 7 <sup>th</sup> grades

### Contest Limitations

Grades 9-12	Grades 7-8
Baseball — 40	
Basketball — 21 (boys & girls)	Basketball — 12 (boys & girls)
Cross Country — 10 (boys & girls)	
Football — 9 (14 for an individual)	Football — 5
Golf — 12 (boys & girls)	
Softball — 50	
Track and Field — 12 girls, 13 boys	Track and Field — 7 (boys & girls)
Volleyball — 14	Volleyball — 9
Wrestling — 15 (no more than 7 tourneys)	Wrestling — 9

## **Duties & Responsibilities of Activity School Personnel**

Below is a description of the duties and responsibilities of all coaches/directors/sponsors in the Central Lyon School system:

1. Coaches/directors/sponsors must always be teachers first, activity personnel second.
2. Coaches/directors/sponsors are to demand that their participants conduct themselves as ladies and/or gentlemen at all times. Coaches/directors/sponsors are expected to model such behaviors.
3. Coaches/directors/sponsors are held responsible for the conduct of all participants during practices, at contests, and on trips.
4. No school keys are to be issued to students under any circumstances.
5. All coaches/directors/sponsors shall promote team morale and spirit.
6. Cooperation is an essential part of the school program. Every school personnel are expected to cooperate with the activity director and administration, as well as with other employees in the system.
7. No matter what the activity, coaches/directors/sponsors should cooperate with the individuals of other activities in the school. We all should support each other in an ethical manner, never second-guessing, or otherwise criticizing a person's ability or philosophy.
8. Coaches/directors/sponsors are to report promptly for all practice sessions and contests, and to dress accordingly to the standards established for all activities.
9. All activities are to be organized and supervised by certified adults to ensure student safety including pre-practice, practice, and post-practice sessions. No participants are to be in the auditorium, on the field, in the gym, on the mats, or in a practice room without a certified adult (including before and after practice).
10. At NO TIME will non-high schoolers be allowed to practice with high school participants. The high school activities association prohibits such activity.
11. Coaches/directors/sponsors are not to participate in fundraising projects which are not approved in advance by the proper administration/activity director.
12. All purchasing must be approved in advance by the activity director.
13. Never leave the building until all students are out of the building, and you have turned out all the lights and checked all doors to ensure they are locked.
14. Cooperate and strive for good will with all other school personnel.
15. To be in line with the law, all monies/fees collected from students and/or parents must be run through the activity account and activity director. The activity director will in turn run all monies through the schools' business manager.
16. Along with the activities director and head custodian, the coach/director/sponsor will be responsible for making sure that all locker rooms are carefully checked before any activities which will require anyone changing in Central Lyon's locker rooms. Locker rooms will be clean and carefully examined before any event.
17. Student/parent issues need to be solved/discussed at the lowest level possible. The district will observe the chain-of-command for the communication process.

## **Early Dismissal From School**

For certain contests it will be necessary to have participants dismissed early from school. The coach/director/sponsor should visit with the activity director, principal, and transportation director concerning these departure times. It will be the responsibility of the coach/director/sponsor in charge of the squad to submit a list of those students making the trip to the principal and activity director. Departure times should be as late as possible while allowing sufficient time for travel, dressing, and warm-up. Siouxland Conferences Schools will limit how early arrival for an away event. Check with the activity director for those times.

## End of Season

At the conclusion of each season, the head coach/director/sponsor must fill out the Year End Report Form furnished by the activity director. This form will include the following information:

1. Contest results
2. Final squad list—participants and letter winners
3. Number of letters won by each athlete
4. Awards
5. Final inventory
6. Requests and suggestions for next season

## Equipment

Coaches/directors/sponsors will follow these procedures relative to the purchase, care, and issuance of equipment:

1. Head coaches/directors/sponsors will work with the activity director when ordering equipment. This should be done following the season and listed on the budget.
2. All coaches/directors/sponsors will assume responsibility for equipment being used by their group. Coaches/directors/sponsors must instruct participants and student managers as to what treatment they are expected to give their equipment and to follow through to see that they do not abuse it.
3. All coaches/directors/sponsors shall determine which equipment items are for their use and keep a close check on their inventory.
4. When issuing equipment, all equipment should be clearly numbered or labeled, each coach/director/sponsor should be certain to keep an accurate record, and to be certain participants return equipment issued to them.
5. No equipment is to be given to anyone before the start of the season, unless cleared through the activity director.
6. Coaches/directors/sponsors should check to see that practice and contest uniforms are laundered when necessary. When participants take a uniform home to be laundered, make sure he/she has instructions on how to properly launder the uniform.
7. Towel service is provided for all athletic squads. Squads can get careless the use of both clean and used towels. It is the responsibility of the coach in charge (not only head coaches) to see to it that the locker room floor is free of towels after showers. How a team leaves the locker room both at home and on the road reflects the attitude of the
8. Inventory lists will be verified and updated by each head coach/director/sponsor and will communicate his/her program equipment inventory list annually with the district's activity director.

## Evaluation

All head coaches/directors/sponsors will be evaluated after their respective seasons by the activity director each year. During these annual evaluations, a discussion will be had concerning all assistant coaches/directors/ sponsors in each program.

## Extra Duties

All staff, as well as certified and volunteer non-certified staff members, will serve in some capacity during activity events (ticket takers, sellers, supervision, etc. ) three times each year.

## Family Night

Wednesday night is family night at Central Lyon and the rest of the Siouland Conference. No practice is to continue past 6:30 p.m. unless prior approval has been granted by the administration. Students must be out of the building by 6:40 p.m. on Wednesday evenings. Coaches will adjust for students who have obligations starting at 7:00 p.m.

## Head Coach/Director/Sponsor Responsibilities

Below is a description of the duties and responsibilities in the Central Lyon School system:

1. Cooperate with the activity director on all matters pertaining to the scheduling of contests and purchasing of equipment.
2. Notify all eligible students as to dates of receiving equipment and the dates and times of practice sessions and/or camps.
3. See to it facilities and equipment are ready for use, and equipment is issued.
4. See to it all coaches assigned to the activity know their duties and responsibilities.
5. Recruit student managers for the season, if appropriate, and instruct and guide them.
6. Administer an effective system of lock, locker, and towel distribution and collection in cooperation with the activity director.
7. Be responsible to the activity director and administration for the total conduct of the activity.
8. Adhere to practice and game/event regulations as allowed by the IHSAA, IGHS AU, and governing bodies.
9. Organize, oversee, and conduct all practice sessions.
10. See to it all participants have had physical examinations and submitted all necessary concussion forms.
11. See to it all participants have been given the opportunity to be covered by some insurance program.
12. Accompany participants to all home and away contests.
13. See to it all participants have a copy and understanding of the training rules set up by the district and specific activity. Also, enforce such rules with the accompanying penalties.
14. See that all participants have on file a signed parental insurance waiver form/ physical/ concussion form.
15. See that training rules violations are reported to the activity director.
16. Instruct participants on the proper use and care of equipment.
17. See to it that equipment is cleaned and/or repaired whenever necessary.
18. See that the locker room and equipment rooms are maintained in a neat and proper manner.
19. See to it that there is always adequate locker or practice room supervision.
20. See to it that all injuries are cared for in a professional manner.
21. Work out details of out-of-town transportation with the activity director and transportation director.
22. Go through the principal's office (in conjunction with the activity director and transportation director) for early dismissal permission involving long trips.
23. Cooperate with various news media in providing publicity materials about the activity and arrange for reporting results of all events.
24. Take note of participants' attendance at practice.
25. Keep statistics necessary for school records.
26. Provide the activity director with lettering and team rules prior to the start of the season.
27. Award letters in accordance with awards requirements established prior to the start of the season.
28. Inventory all equipment and recommend to the activity director new items to be purchased for the following season.
29. Complete and return any required forms and statistics to the activity director.
30. Report all serious injuries on the form provided by the activity director.



31. Work closely with all medical personnel in the rehabilitation of injured participants.
32. Set up a proper weight training program, if applicable.
33. Be present and actively support the 7/8, freshmen and junior varsity programs.
34. Keep a master list of all equipment issued in-season and out-of-season.
35. Plan and organize each practice session.
36. Assume responsibility for the overall development of his/her activity.
37. Carry out any and all other duties assigned by the activity director.
38. Direct his/her sport or activity from grades 7/8 through the varsity level by communicating with other coaches in the program as to what is to be taught at each level.
39. Assist in the development of younger students through youth programs
40. In basketball and wrestling the main school planner of youth tournaments sponsored by the booster club, including recruiting volunteers, planning the schedule, and inviting participants.
41. Submit team rules and lettering requirements to team members, and inform parents through a parent meeting of these requirements.
42. Lastly, but most importantly, be a role model.

## **Health & Injury Information Cards**

Each coach/director/sponsor is expected to use the Health and Injury Information Card provided by the IHSAA/IGHSAU. These cards should be carried in each team's medical kit to all practices and contests. The activity director will supply the necessary number of cards to the coaching staff.

## **Injuries**

Injury reports will be made out by the coach/director/sponsor in charge and submitted to the activity director within 24 hours following the injury. Injury forms may be obtained from the coach's office or activity director's office.

If a student is injured, the parents must be notified before the participant is treated by a doctor unless emergency treatment is required. In the event emergency treatment is required, use the consent form cards that are in the medical kit so that medical personnel may treat the injured athlete. If a student needs to be treated, a school official/parent should accompany the athlete. The coach/director/sponsor should follow up on an injury for treatment. No participant with a serious injury is to participate in practices or games until written approval has been granted by a physician and turned into the school. Coaches/directors/sponsors need to remember that for insurance reasons students **must** be cleared to play. All participants should be instructed to report all injuries to the supervisor immediately. Frequent communication and collaboration must occur between the coach/director/ sponsor and the Central Lyon athletic trainer.

## **Meals**

Buses will not stop on road trips at eating establishments, convenience stores, etc. unless prior permission from the activity director is received. The school will not be billed for any meals unless permission is received from the administration.

## **Officials**

Coaches should recommend officials to the activity director.

## **Open Gyms**

The school may open its gym or athletic facilities for the purpose of making recreational activities available for all students of the community. When students are participating in open gym in the hours immediately before or after school; school personnel must be assigned to supervise. Open gyms are subject to the following restrictions:

1. The supervisor shall not engage in any type of coaching, nor participate in games/matches during supervision.
2. Attendance by students is voluntary.
3. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance in activities by students prior to the legal practice period for that coach's sport.

## **Organizational Membership**

Central Lyon Community School District is a member of both state organizations: The Iowa High School Athletic Association (IHSAA) for boys, and the Iowa Girls High School Athletic Union (IGHSAU) for the girls. Central Lyon is also a member of the Siouxland Conference, which consists of the following ten (10) schools: Boyden-Hull, Central Lyon, George-Little Rock, Maurice-Orange City-Floyd Valley, Okoboji, Rock Valley, Sibley-Ocheyedan, Sioux Center, Sheldon, and West Lyon. All of these organizations exist to promote, develop, protect, and regulate amateur inter-scholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state. Those memberships carry with them certain rules and regulations which will be followed by Central Lyon School.

## **Parents' Meeting**

It is recommended that head coaches/directors/sponsors conduct a parent meeting prior to the first contest. Communication between all involved is one of the best ways to avert trouble and gain support. Possible items to discuss with the parents of the participants in your program include the following:

- The good conduct policy and your activity training rules and team rules.
- Proper training techniques and diet.
- Treatment of injuries
- Coach's/director's/sponsor's philosophy and the program's goals and objectives.
- Review with the parents about the tensions they may experience with their student's participation. It is very difficult to accept your student is not playing as much as you desire. Coaches/directors/sponsors make judgment decisions based on what they believe to be in the best interests of the team and for all students involved.
- An invitation for participants and their parents to ask questions. Participants may have frustrations and discussing those with the coach/director/sponsor may help. Let parents and students know that you're approachable.
- Required purchases by participants.
- Policies regarding transportation, practice attendance, vacations, etc.
- A request for volunteerism by parents (judge coordinators, line judges, room monitors, scorekeepers, site supervisors, statisticians, timers, etc. ).
- An explanation of expectations on the coach's/director's/sponsor's part for participants during the season and out of season.

## **Parents' Night**

Parents' Nights are observed in most sports. Several points should be kept in mind. First of all, it is important to keep the parents' night activity as brief as possible. If the activity is well organized, it will flow smoothly and take less time. Secondly, coaches should be considerate of the opposing team when a parents' night activity is scheduled. Attempt to hold the activity during a time that will have as little impact as possible on the visiting team. Finally, be sure to promote the parents' night activity so that all parents and community members know that the night will be held.



A letter should be given to parents to inform them of the activity and how it will be handled. Coaches should make sure to give athletes the chance to decide how they wish to have parents introduced. Coaches should be aware of the vast variety of situations that exist.

## **Pep Rallies**

Pep rallies will be scheduled by the cheerleading sponsors through the principal. They are generally held only for fall and winter sports. All coaches/directors/sponsors and athletes should attend the pep rallies. Preference as to what games they desire pep rallies, they should contact the cheerleading sponsors and the principal before the season begins so that all can plan accordingly.

## **Personal Qualities Desired in Activity Staff Members**

Below is a description of the personal qualities desired in activity staff members in the Central Lyon school system and in all coaches in any system:

1. Enthusiasm.
2. Ability to get along with students in grades 7-12 yet keeping their respect and demanding perfection within their ability limits.
3. Good health.
4. Willingness to learn and accept constructive criticism.
5. Willingness to help form and implement department procedure in
  - training habits
  - discipline
  - school time lost
  - athletic code
  - budget
  - the relationship of one sport to another, concerning what is best for the student
6. Willingness to be an active and dedicated builder of a well-balanced activity program with major emphasis placed on whatever is best for the students.
7. A philosophy that coaching/directing/sponsoring is done for reasons other than a monetary return.

## **Physicals**

All athletes and cheerleaders in grades 7-12 must have a physical examination prior to participating in any sport. Coaches must see to it that no athlete participates in a practice or game unless the physical exam has been taken and the form is on file. Forms are available from the secondary office before participation in that activity can occur. Coaches are personally liable if they allow an athlete to participate in a sport without the form completed. School physicals should be scheduled during summer months at the athlete's request.

## **Postponing Contests**

If a contest must be postponed due to weather or any other factor not conducive to good contest conditions, the following protocol will be followed:

1. The activity director will confer with the principal or superintendent and the head coach/director/sponsor.
2. Factors considered in the decision will be:
  - a. Playing conditions of the field and player safety.
  - b. Safe travel for opponents and officials.
  - c. Safe travel for the game workers, students, and other fans.
  - d. Possible damage to playing surface or equipment.
  - e. Safety of the spectators in or on the school grounds, auditorium, gym, or athletic field.

- f. Consideration of band members and uniforms.
- g. Cheerleaders' safety.

After considering all factors, the activity director and principal will decide whether to hold the contest or to postpone it. The activity director will reschedule the contest as per conference rules or school policy on the next possible playing date. No contests will be scheduled or rescheduled without prior approval of the activity director. Occasionally, for summer events, the coach/director/sponsor may need to handle postponing and rescheduling on his/her own.

If a game/contest must be postponed, the following people need to be notified:

1. The bus driver or transportation director
2. Opponents
3. Officials
4. Ticket taker(s)
5. Concession workers
6. School info line

Rescheduling will be handled by arriving at a consensus of availability of officials, opponent's open dates, and Central Lyon's open dates. When the contest has been rescheduled, the appropriate stakeholders must be notified.

### **Post-Season Coaches/Directors/Sponsors Checklist**

Coaches/directors/sponsors should complete the following tasks immediately after the season has concluded:

- Arrange the systematic return of all school equipment and hold the participant responsible for all equipment not returned. Submit all fines to the activity director.
- Arrange for cleaning, storing, and conducting an inventory of all equipment.
- Submit a "needs" list to the activity director for equipment needed for the next season.
- Prepare the Year-End Report Form from the activity director and return it to him/her. Make sure to include contest/meet results, names of all participants, letter winners, number of letters won in that sport by the letter winners, an inventory, and suggestions.
- Recommend, on the report, additions and/or improvements for the care and maintenance of facilities and equipment.
- Recommend, in writing, any personnel changes in your staff.
- Recommend schedule changes for the following years.
- Update records and statistics for the team and individuals, including game, season, and career records. Submit a copy to the activity director.
- Determine the date, time, location, and other accommodations for the awards banquet.

### **Practice**

Practice time is valuable. Please use it wisely by having each practice session planned on a time schedule. The practice time allotment on school nights should be reasonable. Remember, the participant has other school, personal and community commitments. When the weather forces school to be let out early, all practices will be canceled. On school days that are canceled by weather, a coach must have permission from the principal or activity director before having practice. A student must be in school the last half day of school in order to participate in a contest unless excused by the principal for an absence. A good policy is to require students to be in school for the entire day in order to practice. If a student is too ill to be in school, he/she shouldn't be practicing either.

Coaches/directors/sponsors are to refrain from having their own children at practice. During practices, coaches/directors/sponsors are to instruct and develop students in their respective programs. Practices should not consist of coaches/directors/sponsors or managers monitoring/supervising younger children.

### **Practice Times On In-Service Days**

The following guidelines will be used for practices during days of teacher in-service:

- No practice shall begin before 3:45 p. m. on the days of faculty in-service or days of early dismissal for in-service unless specific permission has been granted by the principal
- Coaches/directors/sponsors are not to leave their in-service meeting before 3:30 p. m. An exception is if the coach/director/sponsor is not a faculty member. In that event, he/she may begin practice at a convenient time.

### **Pre-Season Coaches/Directors/Sponsors Checklist**

Participants must have both of the following turned into the coach/director/sponsor or activity director, when applicable, before they are allowed to practice:

- An IHSAA or IGHS AU approved physical signed by the attending physician and parent/guardian.
- Athletic insurance purchased through the school or a waiver signed by a parent/guardian.
- Concussion Form signed by both parent/guardian and student (completed annually).

Participants must be cleared by the activity director or principal in both of the following before they may participate in games/meets:

- Academic eligibility
- Good conduct rule eligibility

Pre-season/ early season reminders:

- Keep a record of all equipment checked out to participants
- Keep a record of all uniforms (contest or practice) issued to participants.
- Check over facilities and equipment for safety before any participant uses them.
- Prepare a practice schedule (dates and times) to be given to participants and parents.
- Coordinate practice schedules with all other school activities to avoid conflicts.
- Plan a parents' meeting before the first contest.
- Determine team rules and regulations (examples: practice attendance policy, lettering criteria, bus conduct, practice conduct, curfew, etc. ).
- Have playbooks printed before the season (if a participant quits, have him/her return the playbook).
- Submit a roster to the activity director for an eligibility check and physical forms check.
- Meet with the transportation director and activity director to decide leaving times for all away contests.
- Turn in a roster to the activity director as soon as possible to give time to prepare programs and send rosters to opponents. Include all necessary participant information – name, grade, number, height, weight, position, etc.
- If participants are asked to purchase equipment, practice jerseys, etc. , make sure payment has been received before anything is issued. Make sure you submit this payment to the activity director so that the proper account can be credited.
- Request first aid supplies from the activity director. Do not waste tape or other first aid supplies!

## Promotion of Activities

Each coach/director/sponsor should be aware of the progress individuals are making on the 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade levels. Head coaches/directors/sponsors should attend contests and practices when possible and be aware of what is going on at each level of the sport. All coaches/directors/sponsors should encourage students to participate in other activities out of their season. Central Lyon is a small school; we can't afford to specialize. Students listen to coaches/directors/sponsors and know when they are serious---be serious about supporting other activities at our school.

There is strong competition for student participation among various school activities. Encourage participation. Grades 7 and 8 are a good time for students to explore many areas to identify their strengths, and talents and to develop their passions.

## Purchasing Equipment

The activity director is responsible for organizing budgets for all activities. All requests must be pre-approved through the activity director before purchasing/ordering any equipment. If not cleared in advance, the purchase may become the financial responsibility of the individual who ordered the materials. The activity director will have the final say in the purchase of all equipment, supplies, and uniforms.

## Rosters

At the start of each sport season or activity, it is essential for all coaches/directors/sponsors to submit to a complete active roster, and to update it with each new member who may report to the squad (or with the names of those students who may drop from the squad) to the activity director. The roster is needed to check eligibility, insurance, and physical forms.

## Schedules

Scheduling of contests, including summer activities (baseball, softball, summer camps, etc. ) will be done by the activity director in conjunction with coaches. In addition, all camps must be scheduled with the high school principal and the head custodian. Central Lyon is obligated by the Siouxland Conference in most activities. A coach/director/sponsor having a justifiable request for a schedule change should make his/her desire known to the activity director. NO coach/director/sponsor is to schedule or reschedule a contest without prior approval from the activity director.

## Sportsmanship

The Central Lyon Community School believes strongly in the concept of positive sportsmanship. It is imperative that coaches/directors/sponsors model appropriate sportsmanship for the participants. Coaches/directors/sponsors, as well as the participants, are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The school encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community including administrators, participants, adult supervisors, parents, fans, spirit groups, and booster clubs.

## Student Dress

Coaches should encourage students to dress appropriately for all contests and road trips to other schools.

## Student Participation

The Central Lyon School District understands and acknowledges the number of activities students can choose to participate in both school and non-school. The following guidelines will give guidance to both coaches/directors/sponsors and students in the district. All coaches/directors/sponsors/ athletes must adhere to the following order for attendance of practices and contests:

1. The in-season sport/activity has priority over all other activities/events. Participation and attendance for all practices/events is mandatory. No exceptions will be allowed

2. Central Lyon Sports/Activities not in season will take 2<sup>nd</sup> priority for practice/event time.
3. Any sport/activity/camp not affiliated with the school district will not be supported by the district. Attendance of these events must not conflict with Central Lyon Activities.

Failure to abide by these guidelines will result in consequences developed and dealt with by the coach/director/sponsor of the affected activity.

## **Student Transportation to & From Events**

Since a participant rides school transportation to all events, the expectation is the participant will ride home on school transportation unless the following condition is met:

A participant may ride home with his/her parents (and only his/her parents) if the parents personally contact the coach/director/sponsor at the event and fill out the transportation waiver.

## **Supervision**

At least one coach/director/sponsor of the group should be present prior to the time practice has been called and before departure time on the bus. The same applies to leaving after practice or contests. It should be clearly understood which coach/director/sponsor has this responsibility and on which days. Students must be supervised at all times.

If your group is the last to use a facility, you are to be certain all doors are locked, lights are out, equipment is put away, showers are turned off, the locker room is picked up, and towels are put away. The locker room is the coach's/director's/sponsor's responsibility, not the custodian's.

Coaches/directors/sponsors are to communicate with the activity director when unexpected situations arise. A conversation with your supervisor can help avoid a problem in the future.

## **Team Awards & Banquets**

Each activity will be responsible for his/her own post-season awards and banquet. Team awards are at the discretion of the head coach/director/sponsor, with the activity director's approval.

## **Training Rules**

Coaches/directors/sponsors are to pass out copies of the training and practice rules for the activity prior to the first practice. Coaches/directors/sponsors should then take the time to go over the rules with the squad. Notifications or communication should also be presented to parents.

Coaches/directors/sponsors should become familiar with the Good Conduct Policy, especially regarding the use of alcohol, drugs, and/or tobacco. Once you have any information a student has violated the policy, please contact the principal or activity director so discussion may begin regarding a possible penalty. If a mandatory reporter sees a student violating the good conduct policy, he/she owes it to his/her activity and the other participants to act. If you have rules, believe in them and follow them.

## **Transportation**

All requests for transportation should be made well in advance. Remember, head coaches/directors/sponsors are responsible for participants while on a team trip. Transportation for participants must be approved by the appropriate administration. Bus times will be established by the head coach/director/sponsor, activity director, and transportation director. These times should be included on the season schedule the coach/director/sponsor gives to each participant.

Coaches/directors/sponsors driving school vehicles and transporting participants must remember that speeding in a school vehicle may be punishable by a citation for child endangerment, which is punishable by jail time.

Any time a coach/director/sponsor transports students, he/she should be sure that **all** people in the vehicle are wearing seat belts. Not taking proper precautions legally endangers both the driver and the school in the event of an accident.

Remember, no tobacco products, look alike tobacco products, or alcohol products are allowed in any vehicle with state tags.

## Use of Facilities

Because more than one squad uses the same facility, everything must be picked up and in order—this includes the coaches' offices and training rooms. Equipment is to be kept in the equipment rooms, not in the coaches'/director's/sponsor's offices. In general, common sense is the guide and we all need to cooperate.

If you use something, please return it to its proper place. If equipment is broken or in a non-working condition, report this to the head custodian or an administrator as soon as possible.

When using the school facilities, please observe the following:

Gymnasium:

- Do not permit the bleachers to be sat upon unless they are fully extended.
- The coaches/directors/sponsors and custodians are the only people permitted to raise or lower the baskets.
- No street shoes on the floor.
- All equipment, including balls, should be put away at the end of practice.
- Scoreboard lights are to be turned off except when in use.

Locker and Shower Rooms:

- Muddy shoes are to be removed before participants enter.
- Towels picked up, showers checked, toilets checked and flushed, doors locked, equipment put away, and lights turned out when leaving.

Coaches' Office:

- Do not store equipment in the coaches' office.
- All coaches have lockers, so clothes need not be left out.
- Managers and athletes should not use this area as a lounge.
- The phone may be used by the athletes, but only when coaches are present.

Weight Room:

- A student is not allowed to lift on his/her own. A supervisor or partner must be present.
- All equipment should be returned to its proper place.
- It is imperative that the weight room be locked when not in use.

## Videotaping

All activity teams may use the videotaping equipment during the year. Head coaches/directors/sponsors are responsible for making the arrangements for both home and away contests. The athletic department owns its own camera. It may be obtained from the activity director for any situation for which its use is required. It should be returned the next day so that others have access to it if they need it. Head coaches/directors/sponsors should advise the activity director as to their recording needs, and condition of the camera and other equipment.