

2021-22 SUPPORT STAFF HANDBOOK HARLAN COMMUNITY SCHOOL TABLE OF CONTENTS

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FOREWORD

Section 1 Intent of Handbook

Welcome to Harlan Community School. This handbook is intended to be used by support staff to provide general information about Harlan Community Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "employee" are intended to apply to all support/classified staff.

Each employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

Section 2 Information About Harlan Community Schools

We have a rich tradition of working collaboratively to create excellent programming and growth opportunities for students where their natural skills and talents can be displayed and celebrated. In partnership with our communities and patrons, our staff members are committed to developing in our students the knowledge and skills required to be life-long learners and productive citizens. Harlan Community Schools serves more than 1,400 students from preschool to 12th grade on two campuses. We are located in southwest Iowa, approximately 55 miles northeast of Omaha, Nebraska. Harlan Community School District encompasses the communities of Corley, Defiance, Earling, Harlan, Jacksonville, Panama, Portsmouth and Westphalia, Iowa.

Section 3 School Mission Statement

The mission of Harlan Community Schools is as follows:

"The Harlan Community School District will prepare life-long learners and productive citizens."

The central purpose of the Harlan Community Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the

uniqueness of each student, Harlan Community Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Harlan Community Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

Section 4 Members of the Board of Education

Name	Contact Information
Amy Rueschenberg, President	amy.rueschenberg@hcsdcyclones.com
Jessica Anderson, Vice President	Jessica.anderson@hcsdcyclones.com
Al Hazelton	al.hazelton@hcsdcyclones.com
Joe Herzberg	joe.herzberg@hcsdcyclones.com
Joni Larsen	joni.larsen@hcsdcyclones.com
Seth Piro	seth.piro@hcsdcyclones.com
Monte Schechinger	monte.schechinger@hcsdcyclones.com

Section 5 Staff: Administrative Staff/Directors/Coordinators

Name	Position
Jenny Barnett	Superintendent
Scott Frohlich	Secondary Principal
Davis Pattee	Assistant Secondary Principal/Activities Director
Bill Mueller	Middle School Principal
Jeff Moser	Primary/Intermediate Principal
Brian Gubbels	Director of Business/Facilities
Catherine Hubbard	Director of Human Resources
Jared Klein	Coordinator of Transportation
Lisa Swanson	Director of Technology
Ellen Walsh-Rosmann	Director of Food Service and Wellness

Article 1 – SCHEDULES

Section 1 School Calendar

Harlan Community Schools 2021 - 2022 Calendar FINAL															
Summary of Calendar			AUGUST												
1st Semester	82		MON	TUE	WED	THUR	FRI								
2nd Semester	93		2	3	4	5	6								
Total Days	175 days		9	10	11	12	13								
(Including 1 Conference Comp days and 5 built in snow days)			16	17	18	19	20								
			23	24	25	26	27	5	5						
			30	31											
Calendar Legend			SEPTEMBER												
Begin/End								1	2	3	3	10			
New Teachers			6	7	8	9	10	4	14	Sept 6 No School - Labor Day					
.5 Work Day/.5 PD Day			13	14	15	16	17	5	19						
Vacation Days			20	21	22	23	24	4	23	Sept 22 No School - Teacher PD Day					
Prof Development			27	28	29	30									
Conferences															
Full work Day								1							
2 hour early out	**		4	5	6	7	8	1	28						
			11	12	13	14	15	5	38	October 21 End of First Quarter (42 days)					
Holidays			18	19	20	21	22	4	42	October 22 No School - .5 Work Day/.5 PD					
Labor Day	Sept 6		25	26	27	28	29	5	47	October 25 Start of Second Quarter					
Thanksgiving Day	Nov 25														
Christmas Day	Dec 25		1**	2	3	4**	5	5	52	November 1 Conferences 4:00-7:30					
New Year's Day	Jan 1		8	9	10	11	12	5	57	November 4 Conferences 3:30-6:30					
Easter Sunday	April 17		15	16	17	18	19	5	62	November 5 No School					
Memorial Day	May 30		22	23	24	25	26	2	64	November 24 No School/Teacher PD					
Contract Days			29	30											
Student Days	175		DECEMBER												
Full Work Days								1	2	3	3	69			
August 20	2		6	7	8	9	10	5	74	Dec 22 End of Second Quarter (40 days)					
Either January 3 or May 31			13	14	15	16	17	5	79	Dec 22 End of 1st Semester (82 days)					
.5 Work Day/.5 PD Day			20	21	22**	23	24	3	82	Dec 23-31 Holiday Break					
October 22			27	28	29	30	31								
March 11			JANUARY												
			3	4	5	6	7	4	86	Jan. 1 New Years Day					
Prof. Development			10	11	12	13	14	5	91	Jan 3 No School/Teacher Work Day					
Aug 17, Aug 18, Aug 19, Sept 22	7		17	18	19	20	21	5	96	Jan. 4 Begin Second Semester					
Nov 24, Jan. 24, Feb 17			25	26	27	28									
Teacher Choice Days			31							1	101	Jan. 24 No School Teacher PD Day			
Total			FEBRUARY												
								1	2	3	4	4	105		
			7	8	9	10	11	5	110						
			14	15	16	17	18	3	113	Feb. 17 No School/Teacher PD					
			21	22	23	24	25	5	118	Feb 18 Winter Break					
			28							1					
Make-Up Days			MARCH												
The last student day could be as early as May 20th if there are no snow days. This calendar allows for 5 built in snow days and students would be out no later than May 27th.								1	2	3	4	4	123	March 10 End of 3rd Quarter (45 days)	
			7	8	9	10	11	4	127	March 11 No School - .5 Work Day/.5 PD					
			14	15	16	17	18	5	132	March 14 Begin 4th Quarter					
			21	22	23	24	25	5	137						
			28	29	30	31									
			APRIL												
								1							
			4	5	6	7	8	5	147						
			11	12	13	14	15	4	151	April 15-18 Spring Break					
			16	19	20	21	22	4	156						
			25	26	27	28	29	5	160						
			MAY												
			2	3	4	5	6	5	165	May 13 Last Day for Seniors					
			9	10	11	12	13	5	170	May 15 Graduation					
			16	17	18	19	20	5	175	May 27 End of 4th Quarter (48 days)					
			23	24	25	26	27**	5	180	May 27 End of 2nd Semester (93 days)					
			30	31											
			JUNE												
								1	2	3	4				
			5 Weather/Tournament Days Built In												

Section 2 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. The schools' rapid notification system will be used to send a variation of emails, text messages, and/or phone calls.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the stakeholders and news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, preschool, zero hour classes, student activities). Staff will be notified by rapid notification system of closings or delayed starts. If required to report, staff will be notified via rapid notification system. When school start is delayed staff will be required to report to work adjusting their report time accordingly unless otherwise notified. Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast and rapid notification system. Employees will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Harlan Community Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 3 Make-Up Days

In the event that employees who are contracted for a specific number of days and paid on an annualized basis, are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all employees to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Selection and Assignment

The superintendent shall make recommendations to the Board of Directors for the hiring, transfer, suspension, promotion, or dismissal of all employees of the school district, with the final approval by the Board of Directors. The Board shall not appoint any person to a position, except the superintendent, until it has received recommendations for that position from the superintendent.

Section 2 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Termination – involuntary employment termination initiated by HCS
- Reduction in Force – involuntary employment termination initiated by HCS for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with HCS he/she will give at least 30 days written notice.

Any employee who terminates employment with HCS shall return all files, records, keys, and other materials that are property of HCS. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to HCS will also be deducted from the employee's final check.

Section 3 Employment Applications

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file. We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

Section 4 Grievances and Complaints

Questions and problems are resolved at the lowest organizational level nearest to the complaint. Complaints of employees against fellow employees should be discussed directly between employees. If necessary, school employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern. It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Section 5 Compensation

Method of Salary Payment. All employees are paid on the 20th day of each month. Hourly wage staff will normally be paid an equal amount each month, based on an average of the authorized hours for the year. Time sheets must be electronically submitted to the supervisor monthly in a timely manner. The supervisor reviews and approves the submission before the payment is processed.

In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the Friday preceding payday.

If the regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation. Direct deposits will be processed in the normal fashion. Paychecks will not be issued prior to the scheduled pay day, whether it be on the 20th or the Friday preceding the 20th.

Direct Deposit. Net earnings of employee's will be directly deposited in a checking or savings account at any financial institution, as directed by the employee. Paperwork for direct deposit is completed through the District Office.

Work Hours and Method of Recording. The assigned work hours differ for categories of employees and can differ within the categories of employees. Generally speaking, employees will use the online reporting system to accurately record their hours of work. Failure to keep accurate track of the time worked will result in discipline, up to and including termination. It is necessary for all employees to complete the number of hours worked daily. Any time absent from work should be recorded through the online absence system. Those with an unpaid lunch will check in and out during their unpaid lunch time.

No employee may extend paid hours by voluntarily arriving early, staying late, or working over a lunch period. Any extension of normal hours must be pre-approved.

Custodial school work hour starting times will vary with different shifts. Generally speaking, custodians will take a one-half hour unpaid lunch break. All custodians will be allowed a 15 minute paid break. Summer hours for all custodians will start at 6:00 a.m. with a one-half hour unpaid lunch break and a 15 minute paid break.

Overtime. Supervisory support staff is exempt from overtime pay provisions, and the District does not maintain records of hours worked for staff in those positions. Any adjustments to normal work hours may be made by the immediate supervisor to allow for special circumstances.

Each non-exempt employee compensated on an hour-by-hour basis, whether full or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Employees are expected to use an online recording system to track their hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation will not be permitted without prior authorization of the superintendent or immediate supervisor.

Non-supervisory support staff members shall record their hours worked. If an hourly wage employee works more than 40 pre-authorized hours in a work week (Monday through Sunday), he or she shall be paid time and a half for authorized hours.

Overtime hours for custodians must be approved by the Director of Operations and the building principal. Such overtime hours will be paid in the next pay period. Custodial staff shall use an online reporting system to record all hours worked so that appropriate documentation is on file for overtime pay.

The Director of Operations will address overtime, which is accumulated through filling in/substituting for another position in the maintenance department. Example: a 40-hour per week custodian filling in for a 50-hour per week custodian.

It is the responsibility of the Board secretary to maintain wage records.

Summer Hours and Non Student Work Days. All building offices will be open during the working hours of 8 a.m. to 3 p.m. to include being open through the lunch hour. Specific daily personnel hours will be determined by building principals. In the case of vacation time, illness, trainings or the like, a note will be placed on the main door to the office directing parents, guests, contractors, etc to the nearest open office to receive assistance. Twelve-month non-certified employees including administrators and directors, are required to work at least 6.5 hours per day on non-student working days. The summer months to begin the last week of May through the second full week of August, twelve-month non-certified employees including administrators and directors, will have the option to either work 4 days/week at 8.125 hours per day or 5 days/week at 6.5 hours per day. The building office must be covered 5 days per week when possible.

Section 6 Benefits

Employees shall make decisions regarding group health and dental insurance during the open enrollment period (typically May 15-June 15, effective July1) and annual fringe benefit elections for Section 125 by December 15 of each school year.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights can be obtained from the district office.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Dental and Medical Insurance. Dental and Medical Insurance will be available for all employees working 30 or more hours per week. Employees working 12 months per year and 40 or more hours per week are considered “full-time” employees. Employees working 30 – 39.9 hours per week are considered “part-time” employees. The traditional plan has a \$1,000 single deductible. A high deductible health plan option is also available. This plan option is also a PPO and has a \$2,500 single deductible.

The District pays the single medical and dental premium for employees meeting the definition as “full-time”. Full-Time Employees who elect the high deductible health plan have the option of a school deposit of \$2,500.00 into a health savings account of their choice. This will be deposited during the first week of July. All full-time support staff personnel eligible for the H.S.A. deposit must sign an agreement acknowledging that, should they leave employment before the completion of their contract, they will be required to reimburse the school district for the unearned portion of their H.S.A. deposit. The District will pay the premiums for either the single \$1,000 standard deductible or the single high deductible premium. If choosing the high deductible plan the District will fund the HSA in the amount of \$2,500. Any employee choosing the \$1,000 deductible will receive a non-IPERable wage equal to the difference between the two insurance benefit packages.

Part-time employees may purchase employee only medical and dental coverage at their own expense. All employees (both full and part-time) may purchase family medical or dental coverage at their own expense.

Refer to insurance booklet for details concerning coverage and rates.

Employees hired under a previous agreement that their insurance benefits would be paid to them in salary will be allowed to continue under that agreement. (List of qualified employees is on file in the superintendent’s office.) Effective with the 2005-2006 contract of employment, an equivalent to the insurance premium was added to these employees salary as stated on their contract. Any future medical or dental insurance benefits will be available to these employees only at the employee’s expense. New employees qualifying for insurance benefits may not be allowed to opt out of insurance coverage.

Life Insurance and Disability Insurance

Term Life Insurance will be provided for full time employees (\$40,000.00 Double Indemnity.)

Long Term Disability Insurance coverage shall be 60% of covered monthly compensation, but in no event shall the total scheduled income exceed \$3,333.00 per month.

Section 7 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and board policy. Payroll deductions shall be made in accordance with law and any written agreement. Harlan Community Schools withholds income tax from all employees’ earnings and participates in FICA (Social Security and Medicare) withholding and matching programs as required by law. In addition, IPERS is withheld on a monthly basis.

Section 8 Purchasing and Expense Reimbursement

Employees are required to request use of school transportation for purposes of school business. If school transportation is not available, reimbursement for authorized mileage will be paid to employees. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. **All reimbursement claims should be preapproved by the appropriate building principal or superintendent.**

Generally speaking, purchases should be made using District purchasing procedures and reimbursement practices. Approval prior to purchasing is required and receipts are necessary when making purchases with the P-Card. Reimbursement for purchase of materials or for meals or other expenses related to

travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. Accrued expenses should be in accordance with board policy. Harlan Community Schools is a tax-exempt entity and will not reimburse persons for taxes paid for specific items.

Section 9 403(b) Salary Reduction Agreements

The District will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the employee has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 10 125 Plan

You may sign up to establish a flexible spending account (FSA) in December for the ensuing calendar year. Forms are available at the office of the Superintendent. There are two categories of flexible spending accounts:

A dependent-care flexible spending account--enables you to set aside funds before taxes for day care costs for children under 13 or dependent adults living with you.

A health-care flexible spending account enables you to set aside funds before taxes for out-of-pocket medical expenses of yourself and members of your family. This is a "limited purpose" plan for those employees electing to participate in a health savings account. A "limited purpose" plan cannot be used for medical expenses as long as the employee has an active health savings account. The "limited purpose" plan can be used for eligible dental and vision expenses.

Once a flexible spending account is begun in a year, it can be terminated only under special circumstances. The amount you specify will be deducted from your pay in equal monthly amounts. Any unclaimed amount in your FSA after a calendar year's claims are over cannot be returned to you.

Employees participating in the high deductible plan can participate in the Flexible Spending Plan on a Limited Plan basis only. This limited plan basis can be used only for non-medical expenses, such as vision, dental care, etc.

Article 3 ABSENCES FROM WORK

Section 1 Paid Leave – Sick, Personal Leaves and Other Leaves

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.

If an employee is absent for two consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.

Employees are provided with paid sick and personal leaves as defined in the handbook and/or board policy. During such paid leaves, employees shall continue to receive all salary and fringe benefits as stipulated in policy.

The leaves provided by the District are to be used for the purpose intended. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Leaves of absence without pay are not encouraged.

Requests for Leave

Advance reporting of the need to take a leave is important.

An employee who becomes ill and is unable to work is to contact their building principal/supervisor and/or submit the absence into the electronic absence system before **6:30** a.m. (when feasible) on the day of absence. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal and/or to the electronic absence system as to whether the employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the employee is to make such advance report of need for leave to the building principal/immediate supervisor and then to the electronic absence system as possible.

For personal and other leaves, an employee must request leave from his/her supervisor via conversation or email and once approved, submit the same into the electronic absence system. The request for leave process must be initiated by the employee at least forty-eight hours prior to the leave and/or in accordance with board policy using such other advance notice as is practicable under the circumstances. The District reserves the right to grant personal leave based on the ability to have adequate staffing in place. Staff is discouraged from taking personal leave the first seven days, or last 15 days of the school year. Personal leave days taken during the first seven (7) school days or the last fifteen (15) school days of the school year shall be requested a minimum of twenty (20) days in advance.

Sick Leave

Support staff shall be granted twelve (12) days of sick leave the first year, thirteen (13) the second year, fourteen (14) the third year, fifteen (15) days the fourth year, sixteen (16) days the fifth, and seventeen (17) days for each year thereafter until the maximum is reached. The maximum days of accumulated sick leave shall be 120 days for all support staff (9, 10 and 12 month employees).

Support staff employed prior to 2002-2003 school year will be grandfathered with the following maximum days of accumulated sick:

9-month employees:	120 days
10-month employees:	130 days
12-month employees:	140 days

There shall be no payment for unused accumulated sick leave.

Family Illness

In the event of an illness within the immediate family, an employee can request up to ten (10) days of absence. Family Illness leave can be taken for illness, injury, or medical treatment. The days taken will be deducted from the employee's sick leave. Supervisors will consider the relationship and caregiver

status of the family illness request before granting leave. An absence longer than 48 hours will require a statement from the attending physician as proof of illness. If the employee's sick leave is exhausted, the employee may use personal days.

Immediate family is defined as spouse, child (step, adopted, foster, legal guardian relationship), mother, father, step-parent, brother, sister, grandchildren, grandparent, mother-in-law and father-in-law, and step relatives of the same degree. Any other relationship not defined above is considered non-immediate family.

Family Illness, bereavement and other funeral days will be tracked in hours and 1 day is equivalent to the hours each individual employee works in a day.

Bereavement

Employees may be allowed up to a maximum of five (5) days per occurrence per year without deduction in pay for death of a parent, spouse or child (step, adopted, foster, legal guardian relationship). Employees may be allowed up to a maximum of three (3) days per occurrence per year without deduction in pay for the death of an immediate family member as defined above, with inclusion of daughter-in-law and son-in-law. The days taken will be deducted from the employee's sick leave. If the employee's sick leave is exhausted, the employee may use personal days.

After 5 days of bereavement leave per occurrence per year or after ten days of family illness per year, whichever applies, the cost of a substitute in the amount equal to the substitute rate, FICA, and IPERS will be deducted or if no substitute is needed, a salary dock of 40% plus FICA and IPERS will be deducted. Such leave must require the prior approval of the administration. Superintendent may approve an extension of bereavement leave and family illness leave for immediate family, upon written request, due to extenuating circumstances until sick leave is exhausted. If the employee's sick leave is exhausted, the employee may use personal days (9/10 month employees) or vacation days (12 month employees).

Up to 1 additional day per year is allowed to use in the event of the death of a friend or relative outside the employee's immediate family, as defined above. The days taken will be deducted from the employee's accumulated sick leave. Employees may accumulate up to 2 days of other funeral leave. If the employee's sick leave is exhausted, the employee may use personal days.

After a maximum of 2 days, when accumulated, per year of other funeral leave, the cost of a substitute in the amount equal to the daily substitute rate, FICA, and IPERS will be deducted even if no substitute is required. Such leave must receive the prior approval of the employee's building principal and superintendent. If the employee's sick leave is exhausted, the employee may use personal days.

Family Illness, bereavement and other funeral days will be tracked in hours and 1 day is equivalent to the hours each individual employee works in a day.

If the employee's sick leave is exhausted, the employee may use personal days or these days.

Bereavement leave taken out of sick leave shall not disqualify the employee's accumulation of his or her personal days.

Personal Leave

Non-full-time Support Staff employees shall be eligible for three (3) personal leave days per year.

In addition, support staff who in any given school year misses no days of work including unpaid days, personal or family illness, or doctor or dental appointments not related to the job shall be eligible for one additional personal day the following year.

At the beginning of an employee's sixth year with the HCSD and each year thereafter, the employee will be allowed to miss up to four sick days and still retain the extra (fourth) personal day that is allowed each year, providing the employee also does not utilize any unpaid leave time.

Unused Personal Leave

At the end of each contract year, the unused personal days shall be banked, not to exceed a maximum of four (4) days, or reimbursed at the categorical base wage per scheduled contract hour. The employee must request this reimbursement in writing by June 1 of each year.

Unpaid Leave

Requests for unpaid leave will be made to the superintendent of schools and he/she will make a determination based on the merits of the request applying the following: a) the request for unpaid leave is for an emergency and/or unusual, uncontrollable situation, b) all other leave is exhausted, and c) in the case of extended leaves the employee assumes responsibility for the full cost of benefits unless determined otherwise by the superintendent. Deductions for absence or leave for which pay is not allowed shall be made in an amount equal to pay for one day's service for each day of absence.

Cyclone Leave

Cyclone Leave in the amount of .49 of the employee's work day is afforded the employee annually and is to be utilized for the sole purpose of providing staff with the opportunity to attend a Harlan Community school sponsored activity of which a child of their immediate family is participating. The approval of such leave is contingent upon the ability to find adequate coverage. Advance notice of 48 hours or more is required.

State Sponsored Competition Leave.

Employees with children enrolled in the Harlan Community School District participating in Pre-K through 12th grade school sponsored state competitions, shall be allowed two days per year to attend the day of the scheduled event. Employees will be granted 1 day with no cost. The second day would be taken with a deduction equal to the substitute rate, FICA, and IPERS will be deducted or if no substitute is needed, a salary dock of 40% plus FICA and IPERS will be deducted.

Vacations and Holidays.

Paid vacation is available to regular full-time (12 month) employees following their first-year anniversary with the District and is provided based on the following:

Vacation Twelve-month non-certificated staff shall receive eleven days of vacation with pay after the completion of one year of service. Each year after five years of employment one day shall be added, up to a total of twenty-one days.

Earned vacation cannot be taken before it is accrued and approved. Vacation may be taken in hourly increments of time. Upon termination, unused earned vacation will be paid in a lump sum in the employee's final paycheck. All vacation must be used by October 1 following the year it was earned.

(i.e. all vacation earned in 2015-2016 must be used by October 1, 2016. Vacation not used by that date will be forfeited.

The District encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive. The administrative office maintains vacation days accrued and used. Each employee is responsible for periodically verifying his/her accrued vacation.

Holidays A. Twelve-month non-certificated employees will be granted time off with pay for the following legal holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

B. Part time noncertificated employees will be granted time off with pay for the following legal holidays:

New Year's Day
Memorial Day (unless the school year has ended)
Independence Day (12 month part time employees)
Labor Day (unless the school year has not started)
Thanksgiving Day
Christmas Day.

C. If a holiday falls on a weekend, the superintendent will designate which workday will be granted off with pay.

D. To be eligible for a holiday off with pay, an employee must have worked the last designated work day preceding the holiday, and the first designated work day following the holiday, unless vacation time is used or the absence is excused.

E. Twelve-month non-certified employees will receive Friday off after Thanksgiving, Good Friday, and the day before Christmas when it is a weekday and when there is no school on that day.

F. Vacation use requires prior approval from the employee's immediate supervisor.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a employee be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the employment agreement, the employee's predetermined monthly payment shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total employment days for the school years as the denominator.

Section 3 Jury Duty

The board will allow employees to 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 the direct supervisor within twenty-four 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 hour on any day when the employee is excused from jury duty during regular working hours.

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

Section 4 Military Leave

The board recognizes licensed employees may be called to participate in the armed forces, including the National Guard. If a licensed employee is called on to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Section 6 Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA). Refer to Board Policy 409.03 for additional information. To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact director of human resources or the superintendent.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work

Regular, dependable attendance at work is an essential function of an employee's employment position. The Board of Education recognizes that employee's responsibilities to their students but also recognizes that employees and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system. Employees are expected to arrive at their duty assignments in a timely fashion

Schools have differing starting and ending times for the student day. Support staff employees assignments will include varied work hours based on the category of employee and the specific position.

Section 2 Leaving School

Employees may not leave school during duty hours without approval of their immediate supervisor. If leaving school has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with their immediate supervisor or the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 3 Procedural Expectations

Employees are expected to adhere to the following employment procedures in the performance of their duties:

1. Student/Guardian Handbook

Each employee who works directly with students (associates/office staff/bus drivers) is expected to be familiar with and enforce the guidelines and regulations that are described in the Student/Guardian Handbook.

2. Use of Cell Phones

Employees shall not use personal cell phones for any non-school purpose during their duty time.

3. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals are generally employed to assist with instructional activities under the direction of the teacher and helping to supervise students, but in some situations can be utilized for non-instructional purposes such as copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

4. Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee without administrative approval.

5. E-mail

Each employee will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

6. Daily Bulletin

The daily bulletin (in middle school and high school) will be distributed to each via email. All employees working directly with students (associates) should be aware of bulletin content to advise students appropriately. Submit items for the daily bulletin as per administrator direction.

7. Study Hall Supervision

The purpose of study hall is to provide time for students to complete their assigned class work. The following study hall rules are to be used by all staff members.

1. Develop and use a seating chart and walk around periodically to check on students.
2. Minimize disruptions which includes talking.
3. Allow no sleeping.

4. See that students sit in their chairs in an appropriate manner.
5. Make sure students have a pass when going or coming from study hall.
6. Students are not allowed to checkout to other classrooms (including computer labs) without a pass from the specific teacher.
7. Students in study hall who are on the ineligible list will be restricted from going to the library for leisure reading. They may be allowed to go for research reasons **only if** they have a pre-signed pass from a teacher indicating that this is a need.
8. Carefully monitor the use of the tables and chairs. Report any problems with graffiti or other misuse of the equipment to the office.

Study hall supervisors should monitor student behavior and academic endeavors by walking around the room to monitor student behavior/actions. Watch closely for students writing on tables/desks.

8. Supervisory Duties

Many support staff provide supervisory duties as a part of their daily assignment. These duties are assigned and overseen by building principals. Supervisory duties include but are not limited to hall supervision, parking lot supervision, recess supervision, lunch room supervision and all programs and assemblies that are part of the school day. At all times employees should consider these important responsibilities and whenever these duties are outside the teacher should have a means of communication on hand which includes a radio or a cell phone as per administrative guidelines.

9. Academic Freedom

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide an earning environment and assignments for their students. All support staff are to support the curriculum as presented.

10. Board Policy

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 online.

11. Confidential Records

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

12. Keys

Employees whose work assignment requires them to have keys to access any building or buildings will be issued keys by their supervisor. Acceptance of a key carries the following responsibilities:

- The key must not be shared with anyone else.
- The key must not be given to a student.
- The immediate supervisor and the Maintenance Supervisor must be notified immediately if a key is lost, stolen, or misplaced.

- The Maintenance Supervisor is authorized to periodically determine if all issued keys are in the possession of the person to whom they have been issued.

Section 4 Supervision of Students

Proper supervision of students is an important responsibility for employees and other adults responsible for our students. Employees and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

Proper Supervision

- a. Report to all duty assignments on time.
- b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- c. Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on grounds, lunch, or hall duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- e. Be careful with touching students. Use of corporal punishment is prohibited at Harlan Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- f. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- c. When you go over safety rules with students note it in your written records (e.g., your lesson plan book or planner).
- d. Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

- a. Conduct periodic inspections of equipment under your control or in your area of supervision.

- b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- c. Check your communication device (whether it be a school phone in your supervision area, a radio, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.);
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office.

Student Searches

Office administration should be notified in the event that a student is suspected of having contraband. An employee should not search a student unless they are assisting a school official, or in the event of an emergency. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 5 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff is responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

Section 6 Dispensing Medication

Employees are not permitted to give any medication to students unless trained and/or directed to do so by school nurse. Students who need to take prescription medicine must have a signed parent release

form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 7 Reporting Child Abuse

Iowa State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. Support staff, as mandatory reporters, and are required to complete approved trainings that detail their responsibility as a mandatory reporter. Every individual required to report suspected abuse as defined in Iowa Code 232.69(1) and Iowa Code 235B.3(2) must complete 2 hours of mandatory reporter training within their first six months of employment with the District and one hour of additional training every three years (unless otherwise specified by federal regulations).

It is vital that the report be made as accurately and in accordance with time frames identified in law. 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.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Standards of Conduct

The Harlan Community Schools expects its certificated employees to adhere to ethical standards befitting their position and reflective of working with young, impressionable children. District employees are expected to perform their duties in an ethical and honest manner. The following rules and standards should help to clarify what is expected of all employees of Harlan Community Schools. The work rules and standards of conduct for the District are important, and the District regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting school business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of school owned or student owned property
- Boisterous or disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other company-owned equipment
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential district information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Section 2 Gifts or Agent Status

No school district employee shall act as an agent, or accept any commission or royalty for any materials purchased by the school.

No employee shall accept any personal gift with monetary or utilitarian value from any school vendor or commercial concern. Gifts offered to the school may be accepted upon approval of the superintendent.

Section 3 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers, including teachers and support staff. Employees are also to maintain appropriate relationships with students. District employees are encouraged to create an environment where co-workers collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a responsible attitude towards their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work. It is important that collaboration for student achievement is accomplished through open communication. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Section 4 Dress Code/Grooming/Hygiene

It is important for employees to project a professional image to students, parents and co-workers. Employees are expected to maintain conservative attire and grooming when on duty and 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. Tank tops, tube tops, sleeveless shirts, and halter tops are not considered professional attire. As role models for students all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Section 5 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Full-time employees of the Harlan Community Schools are expected to consult with their immediate supervisor before entering into additional employment on a full-time, part-time, or consultative basis. The Harlan Community Schools retains the right to deny or approve such additional employment according to its impact upon normal job responsibilities for the School District. Employees may hold outside jobs in non-related business or professions as long as the employee meets the performance standards of their job description with Harlan Community Schools. Unless an alternative work schedule has been approved by HCS, employees will be subject to the school's scheduling demands, regardless of any existing outside work assignments.

Section 6 Professional Boundaries between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on Twitter, Instagram, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.

- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 7 Intellectual Property

All items that are created in the fulfillment of identified job responsibilities and purchased by district funds are property of Harlan Community Schools. When permanently exiting the district staff should leave all district items for future use.

- Paper items that have been created by staff should be copied or scanned. All original hard copies should be left with the building administrator.
- Once copied, digital items should be consolidated into a file; identified on the server under the teachers last name. The teacher should provide their building principal with information as to location of the items on the HCSO server.
- Items that have been purchased by the district should be left in the teacher's room, or work area. This includes but is not limited to; textbooks, office supplies, computers, furniture, manuals, articles of clothing, electronic devices, etc...

Section 8 Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted shall report such to the district administration. Failure to do

so shall incur discipline, up to and including termination.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;

- e. Any bludgeon, sand club, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and this shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

It is the policy of Harlan Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with policy, regulations and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology department/staff.

- a. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this regulation includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
 - b. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 - c. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
 - d. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. Social networking use should only be used for educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
 - e. Parental Consent. The District shall obtain verifiable parental consent prior to students or staff providing or otherwise disclosing personal information online.
1. Acceptable Computer Uses. This applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
 - a. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources.
 - b. Restrictions. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
 - c. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations. Incidental personal use of school computers is permitted; as such use does not interfere with such job duties and performance.
 2. Unacceptable Uses. The following are unacceptable uses of the technology resources:
 - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

- b. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - c. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - i. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - ii. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - iii. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - iv. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - v. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - vi. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - vii. Users shall not engage in any form of vandalism of the technology resources which includes utilizing software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.
 - viii. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
3. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
- a. any activity that contains pornographic, obscene, or other equally oriented material; or to create or generate any such material.
 - b. any activity that demeans, harasses, threatens, or promotes violence or hatred against another person or group of persons with regard to race, gender, religion, national origin, age, marital status, sexual orientation, gender identify , or disability.
 - c. any activity that uses profane or inappropriate language likely to be offensive to others in the school community.
 - d. any activity that is knowingly false or could be construed as intending to purposely damage another person's reputation.
 - e. any activity that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - f. any activity that promotes violations of student or staff conduct rules.
 - g. any activity that is in violation of local, state, or federal law including copyrighted material
1. Disclaimer: Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially

offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

1. **Filter:** The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

1. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

1. **Sanctions.** Violation of the policies and regulations concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Board of Educational Examiners. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 6 Use of Telephone/Cell Phone

Staff members will have access to a school phone and voice mail at their teaching stations. This phone is provided for your convenience in completing contacts to parents, vendors, and other school-related functions. Staff members should use discretion in taking and making calls during the school day. Please be aware of the following regulations:

1. Place personal or school calls during planning periods or before or after school. This includes use of cell phone calls and texting placed or received. *Only emergency calls will be forwarded to you and/or should be sent or received by you during your obligated duty time.* Do not discuss student progress over the phone where other students could overhear the conversation.
2. Long distance business calls can be completed on school phones with using an appropriate code.
3. Long distance personal calls should be completed using a personal calling card or your cell phone.
4. Students should not be allowed to use school phone for personal use.

5. Voice mail should be checked regularly during the school day; use planning periods, lunch break or before and after school times to answer mail. All incoming personal and professional calls will be forwarded to your voice mailbox.
6. Staff members should regularly update their personal messages as schedules change (such as sports seasons) to reflect their availability.
7. Student cell phones and other devices should be turned off, (please note; OFF does not mean vibrate) prior to entering the classroom, media center or study hall. At no time should a student's cell phone interrupt the educational process. Student cell phones should not be on during scheduled class time.
8. To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 7 ID badges / Visitors

Employees are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Employees that bring their children to their room/work area are to ensure that they are supervised at all times and that their presence is not disruptive to school business. **All staff and visitors will be required to wear Identification badges during the scheduled day, while on school property.**

Section 8 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee.

Employees shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees shall not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 9 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed

work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 10 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 11 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 12 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 13 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations.

Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. If you have a desire to serve on the committee, you should contact the President of the teachers association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the members of the Safety Committee, (2) contact the President of the teachers association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which employees should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Emergency Information Packets

Each classroom shall have an Emergency Information Packet visibly located near the exit. Teachers should ensure that the following items are in this packet: Emergency Response Manual, updated roster of students occupying the classroom, red and green card, paper and pencil. Teachers are to take these packets with them during emergency evacuations of any nature.

Fire and Severe Weather exit routes and safety areas are to be visibly posted near the exit in each classroom. Guidelines for these procedures can be found in the Emergency Response Manual.

Security Measures

All entrance doors will be locked when school is in session. All outer doors are to be closed during the school day (exceptions may be made due to environmental issues). Any employee upon seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead them to the high school office. The high school secretary will check in all visitors and issue a visitor badge to them.

Security System Procedures

At no time should the doors to the school be propped or left open. In an attempt to further ensure the safety of the staff and students, video cameras have been placed throughout the interior and exterior of the building.

During the school day the identified entry doors will unlock in the morning at 6:30 am and stay open until 8:05 a.m. After the school day, the building will remain open starting at 3:15 pm, and lock down at the times identified by the individual building principals.

Use of Personal Vehicles

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. Individuals transporting students for school purposes in private vehicles must have the permission of administration and meet all applicable requirements set by the district. Prior to transporting students in private vehicles, the district may require the following:

- The vehicle used to transport the student(s) is in good condition and meets all applicable safety requirements;
- The driver transporting the student(s) possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa ; and
- When the parents of the students to be transported have given permission.

The school district assumes no responsibility for those students who have not received the approval of the superintendent or their designee and who ride in private vehicles for school purposes. When driving your personal vehicle you are assuming an additional degree of personal liability for any injury or accident.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the employee responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

It is the policy of the Harlan 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 Bill Mueller, 2108 Durant Street, Harlan, IA 51537, 712-755-3196, bmueller@hcsdcyclones.com.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Harlan Community Schools,

Law, Policy or Program	Coordinator	Phone Number
Level I Investigator	Scott Frohlich	755-3101
Level I Investigator-Alternate	Jeff Moser	755-2725
Level II Investigator	Local Law Enforcement	
504 Coordinator	Dr. Jenny Barnett	755-2152
Equity Coordinator	Bill Mueller	755-3196
Action Coordinator	Bill Mueller	755-3196
ELL Coordinator	Scott Frohlich	755-3101
Special Education Director	Dr. Jenny Barnett	755-2152
Talented and Gifted Coordinator	Bill Mueller	755-3196

Section 3 Anti-discrimination & Harassment Policy

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

Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief,

socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- o Places the student in reasonable fear of harm to the student's person or property.
- o Has a substantial detrimental effect on the student's physical or mental health.
- o Has the effect of substantially interfering with a student's academic performance.
- o Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. The elementary principal will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

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

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

Individuals who knowingly file false bullying 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.

Publication of Policy

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

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

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of

age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The Every Student Succeeds Act requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Student Privacy Protection

The Every Student Succeeds Act requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental or psychological problems of the student or the student's parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student's parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 8 Parental Involvement

Title I Parental Involvement

The District has a separate policy established pursuant to district policy and/or Every Student Succeeds Act relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 9 Homeless Students

The Every Student Succeeds Act requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence.

Section 10 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 11 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

RECEIPT OF 2021-22 HANDBOOKS

SUPPORT STAFF HANDBOOK HARLAN COMMUNITY SCHOOLS

This signed receipt acknowledges receipt (electronically and/or manually) of the 2021-22 Teacher Handbook of Harlan Community School. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contain a disclaimer of contract and that I understand that the handbooks include the District's policies of non-discrimination and equity, bullying and that specific complaint and grievance procedures exist which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

Return to:

Building Principal/Supervisor