



**North Scott Community
School District**

EMPLOYMENT HANDBOOK

for

ADMINISTRATORS

2025-2026

JULY 1, 2025

TABLE OF CONTENTS

	PAGE #
I. INTRODUCTION	
Introductory Statement	4
Disclaimer Statement	4
Chain of Command –	
Organizational Chart	4
Purpose	5
II. EMPLOYMENT	
Equal Employment Opportunity	5
Anti-Harassment Policy	5
Job Descriptions	6
Conflict of Interest	6
Outside Activities of Staff	6
Communications and Suggestions	7
Political Activities	7
Reporting Suspected Child Abuse and Neglect	7
III. EMPLOYMENT STATUS AND RECORDS	
Covered Positions	8
Personnel Files	8
Personnel File Record Correction	8
Performance Evaluation	8
Confidentiality	9
Administrative Growth Requirements	9
Administrative License	9
Student Supervision and Welfare	9
Staff Discipline	10
Termination and Resignation	10
IV. EMPLOYEE PAY AND BENEFITS	
Pay Periods	10
Compensation	10
Benefits	11
Cell Phone Reimbursement	11
Activity Pass	11
Other Payroll Deductions	11

	Credit Cards	11
	Employee Leaves	11
	Family and Medical Leave	13
	Insurance Benefits	13
V.	WORKING CONDITIONS AND HOURS OF WORK	
	Vacation Schedule	15
	Holiday Schedule	15
	Dress Codes	16
	Emergency Closings	16
	Travel Expenses	16
VI.	SAFETY AND HEALTH	
	Drug & Alcohol Use	16
	Smoking	17
	Safety Provision	17
	Reporting Work-Related Injury	17
VII.	EMPLOYEE COMMUNICATION & TECHNOLOGY	
	Acceptable Use of District Education Technology	17
	Email	18
	Social Media	18
VIII.	EMPLOYEE CONDUCT AND DISCIPLINARY ACTION	
	Staff Discipline	18
	Allegations of Student Abuse by School Employees	19
IX.	SCHOOL YEAR CALENDAR	21
X.	EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT	22

I. INTRODUCTION

INTRODUCTORY STATEMENT

The Employee Handbook has been prepared for administrators. The provisions described herein are the terms and conditions governing employment in the North Scott Community School District ([“District”](#)) and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the District. It has been prepared to acquaint all administrators with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each administrator’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the board policies and/or District administrator’s administrative guidelines, and/or the rules or regulations set forth in this handbook, or about matters, which are not covered, please direct them to the superintendent.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. The District’s administrators employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy and state law.

Furthermore, any administrator who violates any of the terms and conditions of employment set forth in this employee handbook may be subject to disciplinary action in accordance with:

[Board Policy #404.1R1 – Employee Code of Conduct and Progressive Discipline](#)

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

[Board Policy #309 – Authority and Communication Channels](#)

PURPOSE

The primary goal is the development and operation of an educational program of the highest quality for the benefit of students and the community.

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of administrative staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Iowa law), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment, s(he) should refer to:

[Board Policy #401.2 - Equal Employment Opportunity](#)

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "school District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the school District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment

may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The District administrator has prepared written administrative guidelines for administrative staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

[Board Policy #401.2.1 - Employee Anti-Harassment](#)

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for administrative staff member accountability and that each administrative staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for administrative staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, administrative staff members shall refer to Job Descriptions Manual. Further, if a copy of a job description is required or desired, the administrative staff member shall go to the Central Office and request a duplicate copy.

CONFLICT OF INTEREST

Administrative staff members are expected to maintain high standards of honesty, integrity, impartiality, and administrative conduct. Further, administrative staff members are expected to perform their duties in a manner free from conflict of interest.

[Board Policy #401.3- General Personnel Conflict of Interest](#)

OUTSIDE ACTIVITIES OF STAFF

It is imperative that administrative staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an administrative staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the administrative staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, administrative staff members should review the following:

[Board Policy #401.3 - General Personnel Conflict of Interest](#)

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Administrative staff members should refer to the detailed procedure regarding communication set forth in:

[Board Policy #401.7 - General Personnel Relations to Administration and to the Board](#)

[Board Policy #401.8 - General Personnel Involvement in Decision Making](#)

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all [District](#) buildings and at all [District](#) -sponsored activities.

[Board Policy #401.14 - General Personnel Political Activity](#)

[Board Policy #603.4 - Multicultural and Gender Fair Education](#)

[Board Policy #603.9 - Academic Freedom](#)

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Iowa law requires District administrative personnel to report all suspected incidents of child abuse and/or neglect to the Iowa Department of Human Services, law enforcement or other legal authorities. Because the Board of Education is concerned with the welfare of all children, it recognizes the legal and ethical obligations to report suspected abuse or neglect and expects District staff to act in accordance with all appropriate Iowa statutes.

All District administrative employees are required to report suspected abuse or neglect when there is “reasonable cause” to suspect abuse or neglect has or will occur. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, that might otherwise be imposed. State law also protects employees from being discharged from employment as a direct result of such a report.

The Board of Education supports a preventative approach to child abuse and neglect. Administrative staff are required by law to be trained in child abuse and dependent adult reporting.

Further information, guidelines and requirements relating to the District’s child abuse and neglect reporting policy can be found on the District website and are set forth in:

[Board Policy #402.2.1 - Reporting Child Abuse by a Non-Caretaker](#)

III. EMPLOYMENT STATUS AND RECORDS

COVERED POSITIONS

Administrator:

The term “administrator” as used in this handbook shall include all of the following positions:

- Principal
- Associate Principal
- Director of Curriculum & Instruction
- Director of Student Services
- Director of Business Affairs
- Director of Food Service
- Activities/Athletic Director

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of administrative staff members and grant access to inspect or review those records in accordance with:

[Board Policy #401.6 – General Personnel Records](#)

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee’s personnel record, the employee will follow the process established in the following policy to either have a correction made to the information in question, or to have the content in question removed from the file.

[Board Policy #401.6 – General Personnel Records](#)

PERFORMANCE EVALUATION

The Superintendent shall continuously evaluate the service of Administrative Team Members. Evaluations will be completed on an annual basis. The Superintendent shall provide a copy of the evaluation to the employee. If the Administrator disagrees with the evaluation, the employee may submit a written reaction within five (5) business days of receipt of the evaluation. The written reaction shall be attached to the file copy of the evaluation. Both parties must sign the evaluation and reaction.

[Board Policy #405.5 – License Personnel Evaluation](#)

CONFIDENTIALITY

As a result of an employee's responsibilities with the District, an employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an employee, employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained, as the result of employment with the District is confidential information and protected by law unless such information has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of Administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of Administration.

Unless directed by Administration, employees shall not act as the District's custodian of records or disseminate confidential information. State and Federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the District Administrator or building supervisor.

ADMINISTRATIVE GROWTH REQUIREMENTS

Administrative staff members are expected to comply with the Administrative Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

[Board Policy #408.1 – License Personnel Professional Development](#)

ADMINISTRATIVE LICENSE

An administrative license is the responsibility of the employee. The BOEE will notify staff for their renewal dates as long as the employee gives the BOEE their contact information. The District office will not notify staff. An administrative employee cannot work without a license.

STUDENT SUPERVISION AND WELFARE

The Board requires each administrative staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of an administrative staff member shall be consistent with the terms established in:

[Board Policy #404.1R1 – Employee Code of Conduct and Progressive Discipline](#)

TERMINATION AND RESIGNATION

Employees may be terminated or non-renewed, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. Finally, a staff member may resign in accordance with the terms of his/her individual employment contract. Release from a contract shall be contingent upon finding a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the cost of finding a suitable replacement (minimum \$2,000) shall be deducted from the employee's salary. The deduction from a part-time employee's salary shall be in proportion to the employee's full-time equivalency.

[Board Policy #407.1 - Licensed Personnel Resignation](#)

[Board Policy #407.2 - Licensed Personnel Early Release from Contract](#)

[Board Policy #407.3 - Licensed Personnel Release from Contract Due to Resignation or Retirement](#)

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

Employees shall be paid in twelve (12) equal installments via direct deposit on the 18th of each month.

- Exception:
When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their checks before the 20th of the month.

COMPENSATION

A. Annual Contract:

An employment contract will be sent to each employee.

B. Length of Contract:

The length of the contract for each employee covered by this handbook is 260 days, unless otherwise stated in the individual employee contract.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. Annually, in conjunction with the budget and handbook processes, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

CELLPHONE REIMBURSEMENT

Each employee shall receive \$20 per month for their school use of their personal cellphone.

ACTIVITY PASS

Each employee shall receive, upon request, a pass (non-transferable) for his or her admission to all school-sponsored activities.

OTHER PAYROLL DEDUCTIONS

Upon the appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for tax-sheltered annuities, Group Universal Life Insurance and The Family Credit Union. Written authorization must be in the District office the first day of the month to be effective on the next payroll.

CREDIT CARDS

Administrators are issued school District credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, payment of claims related to administrative development of the board and school District personnel, and other expenses required by school District personnel and the board in the performance of their duties. The use of school District credit cards for personal expenses is prohibited.

All School District personnel using a school District credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expenses for each claim item. Failure to provide a proper receipt shall make the expense a personal expense. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school District's record of the claim.

EMPLOYEE LEAVES

A. Sick Leave

Sick leave shall be that leave which is necessary because of illness or injury of the employee of such nature that the employee cannot perform the duties of his/her position or for serious illness or injury in the employee's immediate family – immediate family

being defined as husband, wife, children, parents of spouse and parents of employee.

Employees shall be compensated for sick leave at a rate, which is commensurate with their normal workday.

All full-time employees shall be granted eighteen (18) days with pay each school year as of the first official day of the contract year (July 1). Unused sick leave shall be accumulated from year to year to a total of 232 days. The school year shall be from July 1 to June 30.

B. Worker's Compensation

Absence due to injury or illness incurred in the performance of duties in accordance with board policy shall be charged against sick leave unless salary reimbursement is covered by Worker's Compensation.

C. Request for Temporary Leave

Request for temporary leave shall be filed in writing with the employee's immediate supervisor, prior to the leave. In case of emergency situations, the request may be made, and permission granted, without prior written filing of request. Properly completed forms for the record shall be completed upon the employee's return to work.

D. Personal Leave

Personal leave shall be defined as absence from work for personal reasons. A person wishing to take personal leave can do so by logging into AESOP and entering the necessary information.

Two (2) days per year of approved personal leave with pay shall be granted all employees. Approved leave beyond this amount shall be without pay.

E. Bereavement

Up to ten (10) days with pay shall be granted at any one time in the event of the death of an employee's spouse or child.

Up to five (5) days with pay shall be granted at any one time in the event of the death of an employee's parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other member of the immediate household, grandparents and grandchildren.

Up to one (1) day shall be granted to attend a funeral at any one time in the event of the death of an employee's aunt, uncle, niece, nephew or cousin, or in the event of the death of a friend or relative outside of the immediate family as outlined above.

When necessary, additional leave days may be applied for under good cause. If such leave is not approved, unpaid leave may be granted.

F. Jury Duty

Any employee called for jury duty shall be granted leave with pay. Any fees or remuneration the employee receives, except mileage, during such leave shall be turned over to the North Scott School District.

G. Unpaid Leave

Other temporary leaves of absence for good reason without pay may be granted by the Board or its designee. Unpaid leave may be granted for periods of up to one year and may be renewed for similar periods, at the discretion of the Board or its designee; provided, however, that a permanently disabled employee shall not be granted an unpaid leave of more than twenty-four (24) consecutive months.

H. Military

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave as provided in Chapter 29A of the Code of Iowa. Upon completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary or benefits that would have been received had such leave not been taken. Any employee whose military leave exceeds a continuous period of six (6) months shall make application for reinstatement to the Superintendent or his designated representative and return to employment within ninety (90) days after termination of such military service.

I. Public Office

A leave of absence for up to four (4) years without pay, benefits, or experience credit shall be granted to any employee for the purpose of campaigning for or serving in a public office.

J. Family Medical Leave

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act.

INSURANCE BENEFITS

All regular full-time employees are eligible for the following insurance coverage:

A. Health Insurance

Each eligible employee and his or her immediate family members shall be covered by a health and major medical program. Premiums are paid by the district with a \$50.00 per month contribution by the employee for single coverage and a \$170.00 per month contribution for family coverage

The overall deductible for health and major medical expenses shall be:

- In-network \$1,200/Out-of-network \$1,375 for single coverage
- In-network \$2,375/Out-of-network \$2,750 for family coverage
- 15% coinsurance in-network
- 20% coinsurance out-of-network.

The in-network maximum out-of-pocket expenditures for insureds in a benefit year shall be \$2,875 for single coverage and \$5,750 for family coverage. The out-of-network maximum out-of-pocket expenditures for insureds in a benefit year shall be \$3,000 for single coverage and \$6,000 for family coverage.

Coverage includes:

- Charges for routine well care (including physical examinations) will be paid for each covered employee, covered spouse, and covered dependent. No deductible or co-pay shall apply in connection with the following services:
 - Visits to a physician's office for routine physical exams.
 - X-rays, laboratory tests and other diagnostic procedures rendered in conjunction with routine physical exams.

B. Prescription Drug Card

The co-payment for prescription drugs is 20% to a maximum of \$100 per prescription. The maximum out-of-pocket expenditures for insureds in a benefit year shall be \$2,500 single and \$5,000 family for prescription drugs.

C. Dental Insurance

District shall pay 100% of single coverage OR 100% of family coverage.

D. Optical Insurance

District shall pay 100% of coverage.

E. Life Insurance

District shall provide \$95,000 in term life insurance, including accidental death and dismemberment coverage.

F. Long Term Disability Insurance

District shall pay for disability coverage of 60% of current wages, after a 90-day waiting period. (Maximum Wage Limit is \$100,000)

G. Flex Plan

The district shall make available to eligible employees a pre-tax deduction, Section 125 Flex II plan to pay the medical insurance premium expenses, dependent care, and other unreimbursed medical expenses.

V. WORKING CONDITIONS AND HOURS OF WORK

VACATION SCHEDULE

Administrators with a 260 day contract shall receive 25 days of vacation per year as approved by the Superintendent. Vacation may be carried over after July 1 with prior approval from the employee's immediate supervisor or designee. Maximum carryover will be 5 days, or may be adjusted with the approval of the superintendent. Administrators with a 202 day contract will not receive vacation pay.

HOLIDAYS

Administrators on a 260 day contract are eligible for the following thirteen paid holidays:

Labor Day	Floating Winter Holiday
Thanksgiving	<u>Presidents' Day*</u>
Friday after Thanksgiving	Good Friday
Christmas Eve	Floating Spring Holiday
Christmas Day	Memorial Day
New Year's Eve	July 4th
New Year's Day	

Administrators on a 202 day contract are eligible for the following five paid holidays:

Labor Day	New Year's Day
Thanksgiving	Memorial Day
Christmas	

Administrators shall be compensated for paid holidays at a rate which is commensurate with their normal workday. *If Presidents' Day is used as a snow make-up day, it becomes an additional Floating Spring Holiday.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, administrative staff members are expected to dress in a manner that is consistent with the expectations described in:

[Board Policy #404.1 - General Personnel Conduct and Appearance](#)

EMERGENCY CLOSINGS

The District administrator shall make the decision regarding emergency closings.

TRAVEL EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including travel expenses, of any administrative staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board policy.

[Board Policy #401.11 – General Personnel Travel Compensation](#)

VI. SAFETY AND HEALTH

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative and/or administrative staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 403.8 Substance-Free Workplace shall be subject to disciplinary action in accordance with Policy 403.8R1 Substance-Free Workplace Regulations.

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact District administrator for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on District premises or at any school sponsored activity.

[Board Policy #403.9 – Employee Assistance Program \(EAP\)](#)

SMOKING

The Board of Education is committed to providing students, administrative staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits administrative staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

[Board Policy #403.5 - Smoke Free Facilities, Vehicles, and Grounds](#)

SAFETY PROVISIONS

- A. The School Board shall cooperate with their insurance company, the local fire departments, and OSHA (Occupational State Health Act) in providing a safe place of employment.
- B. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety and well-being.
- C. The Board shall provide in each building, or make accessible through a phone call, properly trained personnel and the equipment necessary to insure proper first aid treatment for employees.

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with:

[Board Policy #403.2 - General Personnel Injury on the Job](#)

The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

Staff use of the District's Education Technology will be governed by:

[Board Policy #401.18 - District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems](#)

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of

their personal files and records of their online activity while on the Network.

EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with:

[Board Policy #709 - Data Management](#)

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in:

[Board Policy #401.18 - District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems](#)

SOCIAL MEDIA

Student Supervision and Welfare, administrative staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. any reason outside of educational use. In accordance with:

[Board Policy #401.18 - District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems](#)

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with:

[Board Policy #404.1R1 - Employee Code of Conduct and Progressive Discipline](#)

ALLEGATIONS OF STUDENTS ABUSE BY SCHOOL EMPLOYEES

As per the state status in regards to Allegations of Student Abuse by School Employees, the Board of Directors has appointed the Level I and Level II investigators.

These investigators are:

Level I

Erin Paysen, Principal
John Glenn Elementary
308 N. Main Street
Donahue, IA 52746
(563) 282-9862

Nicole Litterer, Administrator
North Scott Administration Office
251 East Iowa Street
Eldridge, IA 52748
(563) 285-3428

Level II

Greybeard Investigations, Inc.
PO Box 315
Milan, IL 61264

For additional information see: [Board Policy #401.2 – Equal Employment Opportunity](#)

2025-2026 Pay Schedule
Administrators / Teachers / Mid-Management

Extra Duty Pay Forms Due*	Direct Deposit Effective Date
July 7, 2025	July 18, 2025
August 5, 2025	August 18, 2025
September 5, 2025	September 18, 2025
October 6, 2025	October 17, 2025
November 5, 2025	November 18, 2025
December 5, 2025	December 18, 2025
January 5, 2026	January 16, 2026
February 5, 2026	February 18, 2026
March 5, 2026	March 18, 2026
April 6, 2026	April 17, 2026
May 5, 2026	May 18, 2026
June 5, 2026	June 18, 2026
July 6, 2026	July 17, 2026
August 5, 2026	August 18, 2026

*Extra Duty Timesheets/Forms are due **each month** for time worked during prior month.



NORTH SCOTT

Community School District

STUDENT'S FIRST DAY:

August 25, 2025

STUDENT'S LAST DAY:

June 4, 2026

SUMMARY OF CALENDAR

Days in Classroom K-6:

First Trimester 63

Second Trimester 55

Third Trimester 62

Total Days 180

Days in Classroom 7-12:

First Semester 90

Second Semester 90

Total Days 180

CALENDAR LEGEND:

Student's First Day
Conference Comp
Holidays
Vacation
Professional Development
2-Hour Early Dismissal

HOLIDAYS:

Labor Day (9/1)
Thanksgiving Day (11/27)
New Year's Day (1/1)
Memorial Day (5/25)

2-HR EARLY DISMISSAL:

Every Friday

SNOW MAKE-UP DAYS:

February 16 (If by Jan. 30)
April 20
June 5, 8, 9, 10, 11, 12

Please Note: State requirements are that each student must attend a minimum of 1080 hrs./year of schooling. This calendar allows for more than 1080 hrs.

2025-2026 School Calendar

August 2025							Student Days	
M	T	W	Th	F	S	S		
4	5	6	7	8				
11	12	13	14	15				
18	19	20	21	22				
25	26	27	28	29	5	5		
September 2025								
1	2	3	4	5	4	9		
8	9	10	11	12	5	14		
15	16	17	18	19	5	19		
22	23	24	25	26	5	24		
29	30				2	26		
October 2025								
		1	2	3	3	29		
6	7	8	9	10	5	34		
13	14	15	16	17	5	39		
20	21	22	23	24	4	43		
27	28	29	30	31	5	48		
November 2025								
3	4	5	6	7	5	53		
10	11	12	13	14	5	58		
17	18	19	20	21	5	63		
24	25	26	27	28	2	65		
December 2025								
1	2	3	4	5	5	70		
8	9	10	11	12	5	75		
15	16	17	18	19	5	80		
22	23	24	25	26				
29	30	31						
January 2026								
			1	2				
5	6	7	8	9	5	85		
12	13	14	15	16	5	90		
19	20	21	22	23	4	94		
26	27	28	29	30	5	99		
February 2026								
2	3	4	5	6	5	104		
9	10	11	12	13	5	109		
16	17	18	19	20	4	113		
23	24	25	26	27	5	118		
March 2026								
2	3	4	5	6	5	123		
9	10	11	12	13	5	128		
16	17	18	19	20	0	128		
23	24	25	26	27	5	133		
30	31				2	135		
April 2026								
		1	2	3	3	138		
6	7	8	9	10	5	143		
13	14	15	16	17	5	148		
20	21	22	23	24	4	152		
27	28	29	30		4	156		
May 2026								
				1	1	157		
4	5	6	7	8	5	162		
11	12	13	14	15	5	167		
18	19	20	21	22	5	172		
25	26	27	28	29	4	176		
June 2026								
1	2	3	4	5	4	180		
8	9	10	11	12				

180 Days/1080 Hours Calendar

August 12	New Teacher Orientation
August 13-14	New Teacher Half Days
August 18	NS Teacher Institute (Optional)
August 19	Teacher Work Day
August 20-22	Prof. Development Days
August 25	First Day of School
September 1	Labor Day (No School)
October 13-16	Conference Week
October 17	Conference Comp Day (No School)
October 20	Prof. Development Day (No School)
October 31	End 1st Quarter (48 days) (2-Hr Early Out)
November 21	End 1st Trimester (63 days) (2-Hr Early Out)
November 26	(No School)
November 27-28	Thanksgiving Holiday (No School)
December 22-January 2	Winter Break (No School)
January 16	End 1st Semester (90 days) (2-Hr Early Out)
January 19	Martin Luther King Jr. Prof. Development Day
February 16	President's Day (No School)
	Snow Make-up Day If by Jan. 30
February 27	End 2nd Trimester (55 days) (2-Hr Early Out)
March 16-20	Spring Break (No School)
March 27	End 3rd Quarter (47 days) (2-Hr Early Out)
April 3	Conference Comp Day (No School)
April 20	Prof. Development Day (No School)
	Snow Make-up Day
May 24	Graduation
May 25	Memorial Day (No School)
June 4	End 3rd Trimester (180 days)
	End 2nd Semester (180 days)
	(2-Hr Early Out)

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read North Scott Community School District's Employee Handbook for Administrative Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Administrative Staff Members.

I further understand that the Employee Handbook for Administrative Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied.

(Employee Signature)

(Date)