



North Scott Community School District

VOLUNTEER HANDBOOK



"The mission of the North Scott Community School District, a unique blend of rural and metropolitan opportunities, is to produce graduates with the capacity to be successful in a changing world by incorporating abundant resources and offering a broad-based curriculum in a respectful, safe environment."

VOLUNTEER RESPONSIBILITIES

- * Be warm, friendly and courteous. Always be positive and supportive of student efforts. Each student learns individually, at different rates and through different methods.
- * The responsibility for disciplining, counseling or evaluating students falls to the staff.
- * All information to which there is access in the school or classroom is confidential. Do not discuss children, grades, teachers or problems outside of the classroom or offices. No child or staff member is to be the subject of negative, degrading or uncomplimentary information disseminated outside the school environment.
- * Be prompt and dependable – give advance notice of impending absence whenever possible.
- * Volunteers always work under the direct supervision of teachers, administrators or support staff.
- * Volunteers will not be expected to prescribe instructional programs or materials.
- * Volunteers must not attempt to administer aid in the event of student illness or injury and must avoid coming into contact with any body fluids.
- * Notify the teacher or building administrator if a student confides any abusive situations at home. Appropriate staff will file a report and follow-up as outlined by Iowa law.
- * Attend any related training sessions offered.
- * Communicate with the building principal concerning any building-level problems or personal conflicts that cannot be resolved.
- * Work within the rules of the school and the procedures of the Volunteer guidelines.

The total experience of volunteering is to support teachers and students. It should be a rewarding and learning experience for everyone involved. Please be open and approach the appropriate school personnel with questions and concerns.

Thank you for volunteering!

POLICIES & PROCEDURES

1. Volunteers who are working independently with students in classrooms, at school directed activities or overnight trips are required to read the North Scott Volunteer Handbook and sign the Volunteer Disclosure Statement and Pre-Notification of Background Inquiry.

These documents are to be reviewed and signed ANNUALLY.

2. Volunteers should report to the principal's office upon arrival and before departure from the building. A register will be available to record sign-in and sign-out times.

The volunteer's signature, on the sign-in sheet, is confirmation that the volunteer has read, understood and signed the volunteer handbook.

The sign-in sheets will be filed in the building office for one year.

3. When in the building, volunteers will wear a volunteer identification badge.
4. Volunteers, like all school staff members, are encouraged to dress appropriately for the activities to be performed.
5. All North Scott school district facilities and grounds are tobacco free environments.
6. Concerns should be directed to one of the following, or to whomever is deemed appropriate by the volunteer:

*Staff member to whom the volunteer is donating their time
Building Administrator*

7. Report student disciplinary concerns immediately to the nearest staff member.
8. Report any accident in which you may be involved to the principal's office immediately.
9. Each building office will maintain a file for their volunteer forms.
10. Students and staff are not allowed to use cell phones during the day. Volunteers should follow the same guidelines.

VOLUNTEER DISCLOSURE STATEMENT

Name _____

Street Address _____ # or Unit _____

City State _____ Zip Code _____

Day Phone () _____ Evening Phone () _____

School(s) where you wish to volunteer _____

*It is the policy of the North Scott Community School District to make every reasonable effort to provide a safe learning environment for students working with volunteers. The district requires the following confidential information from volunteers who work directly with students or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure. This **Volunteer Disclosure Statement** must be completed and returned to the building principal prior to the beginning of any volunteer experience.*

_____ Have you ever been convicted of any crime other than a traffic offense, including drunk driving?

_____ Have you ever been convicted of a serious misdemeanor, or an aggravated misdemeanor, under any state or county law?

_____ Have you ever been convicted, or had an administrative finding, or violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?

_____ Have you ever been the subject of or listed as the perpetrator in a founded child abuse report?

_____ Are you required to register as a sex offender with the Sex Offender Registry?

_____ Do you currently have charges pending or are there any ongoing investigations relating to any of the aforementioned?

_____ Has your driver's license ever been suspended or revoked for any reason? (Answer to be used in determining volunteer drivers.)

A "yes" answer to any of these questions listed above may require an interview with a district administrator.

This is to affirm that I have reviewed the original Volunteer Disclosure Statement and my signature verifies that all of the enclosed information is accurate. I agree that should any of the above information change in the future, I shall contact the building principal immediately. I also understand that the district may perform background checks at any time.

Signature

Date

NORTH SCOTT VOLUNTEER REFERENCES

Please list the names and complete addresses of three people who know you well and are in a position to evaluate your qualifications as a volunteer for the North Scott Community School District. Please use references you have known for more than two years and are not related to you in any way. Your current employer does not have to meet this requirement. Please print complete information on the people you authorize us to contact.

Name: _____ Relationship: _____

Street Address: _____

City/State: _____ Zip: _____

Telephone: (____) _____ E-mail: _____

Name: _____ Relationship: _____

Street Address: _____

City/State: _____ Zip: _____

Telephone: (____) _____ E-mail: _____

Name: _____ Relationship: _____

Street Address: _____

City/State: _____ Zip: _____

Telephone: (____) _____ E-mail: _____

I hereby authorize North Scott Community School District to contact the references listed to obtain any necessary information.

Signature

Date

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

STAFF/VOLUNTEER CONFIDENTIALITY STATEMENT

It is the policy of the North Scott Community School District that all information, records, correspondence, oral and written communication regarding students is confidential.

State and federal laws prohibit any person associated with the district from disclosing confidential information regarding persons being served. Violation of confidentiality laws could be a violation of federal and/or Iowa law for which a fine and/or jail sentence could be imposed. A person who violated this law may also be sued for damages.

A reasonable interpretation of these laws is:

Absolutely no information of any sort which is particular to a specific student, or which could identify him/her, may be provided to anyone who is not a North Scott Community School District staff member directly working with the student without the specific written consent of the parent agreeing to such disclosure.

Therefore, employees/volunteers of North Scott Community School District are bound by these confidentiality laws, as well as confidentiality regarding this district and its current and former employees. Divulging confidential information to unauthorized persons can or may result in termination of employment and/or association with the district.

I, the undersigned, have read this confidentiality statement and I fully understand the meaning of the consequences for violation of confidentiality laws.

Name

Date

Witness

Date

COMMUNICATION & FEEDBACK

The North Scott Community School District feels it of utmost importance to maintain ongoing communication between school staff and volunteers. You are invited to share your thoughts, feedback and ideas regarding volunteer assignments, concerns or problems you may have as a volunteer.

If a volunteer decides to no longer serve in this capacity, they are encouraged to share their feedback and any reason they may have for quitting and to also offer suggestions or recommendations on how to better our volunteer program.

AUTHORIZATION FOR CONSUMER REPORTS

Authorization

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the consumer reporting agency: Inquirehire ("Agency"), 320 LeClaire Street, Davenport, IA 52801, telephone number (800) 494-5922, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: www.inquirehire.com.

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me at the time the report is provided to Company. By checking the following box, I request a copy of all such reports be sent to me. Check here: ☐

As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in Agency's file for my review. I may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. I can have someone accompany me to the Agency's offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an authorization for the Agency to disclose to or discuss Agency's information with this third party; 2) By certified mail, if I have previously provided identification in a written request that my file be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in my file to me and if the file contains any information that is coded, such will be explained to me.

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law N/A (initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5th Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

In connection with my application for employment, I direct the following regarding my current employer: (please check one). Yes, my current employer may be contacted _____ / No, my current employer cannot be contacted _____

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights _____ (initials).

I am providing the following information for the preparation and proper verification of the consumer report.

Previous maiden name or other married name? Yes ___ No ___

If yes, list names and corresponding years. _____

Drivers License number: _____ State of issuance (DL): _____

Date of Birth: _____ Social Security Number: _____

List all past **counties** of residence **and** corresponding years: (i.e. Scott, IA 2007 – 2017)

County _____ Years: From _____ through _____

County _____ Years: From _____ through _____

County _____ Years: From _____ through _____

Current Address, City, State, & Zip

Signature _____

Date _____

Email address _____

Print Full Name - Include Middle Name (please print legibly)

Parent/Guardian Signature if under 18 _____

Date _____

Inquirehire, Inc. 320 LeClaire Street, Davenport IA 52801 | 800-494-5922 or inbox@inquirehire.com

To view Inquirehire Privacy Policy: <http://www.inquirehire.com/misc/privacy.php>

Revised May 5, 2017

Important Notification: Inquirehire cannot provide legal advice. The information contained herein is sample language only and should not be used without consultation and approval from your own legal counsel.

DISCLOSURE FOR CONSUMER REPORTS

In connection with my application for employment (including contract or volunteer services) with NS, I understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

Signature: _____

Dated: _____

Inquirehire, Inc. 320 LeClaire Street, Davenport IA 52801 | 800-494-5922 or inbox@inquirehire.com
To view Inquirehire Privacy Policy: <http://www.inquirehire.com/misc/privacy.php>

Revised April 28, 2016

Important Notification: Inquirehire cannot provide legal advice. The information contained herein is sample language only and should not be used without consultation and approval from your own legal counsel.



Authorization for Release of Child and Dependent Adult Abuse Information

This form must be used to authorize release of child or dependent adult abuse information when the person requesting the information does not have independent access to it under Iowa law.

Abuse Registry being requested: ☐ Child Abuse ☐ Dependent Adult Abuse ☒ Both

Please specify your preferred method of response: ☐ Address ☐ Fax ☒ Email

Section 1: To be completed by the person or agency requesting the information.

Last Name Sweeney	First Name Matthew	Agency Name Inquirehire, Inc.	Telephone Number 563-323-5922
Address 320 LeClaire St			Fax Number 800-681-9901
City Davenport	State IA	Zip Code 52801	Email inbox@inquirehire.com
What is the purpose of your request for child or dependent adult abuse information?			
I have read and understand the legal provisions for handling child and dependent adult abuse information which is printed on the second page of this form.			
Signature of Requester 			Date

Section 2: To be completed by person authorizing HHS to release their abuse information.

Name (last, first, middle)		Birth Date	Social Security Number	
Address	City	County	State	Zip Code
List maiden name, previous married names, and any alias:				
I understand that my signature authorizes the requestor to receive information to verify whether I am named on the Child Abuse or Dependent Adult Abuse Registry as having abused a child (Iowa Code section 235A.15) or dependent adult (Iowa Code section 235B.6). To the best of my knowledge, the information contained in Section 2 of this form is correct.				
Signature of Person Authorizing Release				Date

Section 3: To be completed by the Central Abuse Registry or designee.

Signature of Registry Staff or Designee		Date
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DISTRICT STAFF ACCEPTABLE USE POLICY FOR
ACCESSING COMPUTERS AND ELECTRONIC COMMUNICATIONS SYSTEMS

I understand and will abide by the NSCSD Acceptable Use Policy for Internet and Computer Systems. I have also read and understand the Student Acceptable Use Policy (instructional staff only). I further understand noncompliance with applicable rules and regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Name: _____
Please print

Signature _____ Date: ____/____/____

Building/Location: _____ Position: _____

Release Form for Display of Employee Photograph on the Internet

The purpose of displaying employee photographs on the district web site or a building web site is to inform others of NSCSD professional staffing, learning activities, and programs. Please indicate your preference by checking the appropriate space below. (Employee names and e-mail addresses are considered directory information and are available to the public.)

____ I give my permission for my photograph to be published on a building or district web page.

____ I do not give my permission for my photograph to be published on a building or district web page.

Signature: _____

Approved: May 10, 2010
Reviewed: October 28, 2019
Revised:

**DISTRICT STAFF ACCEPTABLE USE POLICY FOR
ACCESSING COMPUTERS AND ELECTRONIC COMMUNICATIONS SYSTEMS**

- The enclosure of student information in electronic communications or web pages viewed outside of the district is forbidden by COPPA (Children's Online Privacy Protection Act).
- Non-district equipment may not be used in school buildings or on the district network unless approved and set up by a member of the technology department.

Consequences:

Violation of any of the policies described above may result in employee disciplinary action, which could include:

- Reprimand, verbal and written
- Loss of network privileges
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Termination
- Criminal charges

Disclaimer of Liability:

The district technology staff or the district internet provider shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by the user. The district or technology staff shall not be responsible for ensuring the accuracy or usability of any information found on the internet.

The district or technology staff does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or that the system will be uninterrupted or error-free.

NORTH SCOTT COMMUNITY SCHOOL DISTRICT
SUBSTANCE-FREE WORKPLACE
NOTICE TO EMPLOYEES

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor; or to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined by federal or state law in the workplace.

“Workplace” includes school district facilities, school district premises or school district vehicles whether owned, rented, leased or otherwise acquired for school district use. “Workplace” also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function where students are under the control of the school district or where the employee is engaged in school business.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the District’s Substance-Free Workplace Policy and that they will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace no later than five (5) days after the conviction.

SUBSTANCE-FREE WORKPLACE ACKNOWLEDGEMENT FORM

I, _____, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

Signature of Employee

Date

Printed Name

Legal Reference: 21 U.S.C. Section 812
 21 C.F.R. Section 1300
 Iowa Code Sections 123, 124, 124A

Approved: October 22, 1990
Reviewed: October 28, 2019
Revised: April 5, 2004

EMPLOYEE CODE OF CONDUCT AND PROGRESSIVE DISCIPLINE

Authority to issue verbal warnings and written warnings is delegated to those administrators and supervisors directly responsible for planning, directing and supervising the work of others. Authority to issue official reprimands, suspensions and discharges will remain with the superintendent/superintendent designee (director of human resources) and/or the board of directors. The disciplinary options are defined as follows:

- A. Verbal warning. A verbal warning is defined as an informal disciplinary conference between an administrator or supervisor and an employee. A verbal warning is the least severe type of informal employee discipline and is meant to alert the employee to the fact that a deficiency has been noted.
- B. Written warning. A written warning is defined as an informal notice given to an employee when the grounds for employee discipline involved warrant an action that is more severe than a verbal warning but less severe than an official reprimand. A written warning is the most severe type of informal employee discipline and is meant to put the employee on notice for the action(s) or behavior(s) involved.
- C. Official reprimand. An official reprimand is defined as a formal disciplinary notice that is given to an employee when the grounds for employee discipline involved warrant an action that is more severe than a written warning but less severe than a suspension. An official reprimand is the least severe type of formal employee discipline and is meant to serve as a statement of censure for misconduct of such concern that a permanent record of the incident(s) needs to be established.
- D. Suspension. A suspension is defined as a formal disciplinary action whereby an employee is involuntarily separated from service on a temporary basis without pay for a finite time period when the grounds for employee discipline involved warrant action that is more severe than an official reprimand but less severe than a discharge. It is the most severe type of formal employee discipline that is still compatible with continued employment and is meant to serve as a significant consequence for either a serious lapse of judgment or for misconduct of such concern that the district must ensure that the employee understands that a repeat incident is likely to result in discharge.
- E. Discharge. A discharge is defined as a formal disciplinary action whereby an employee is involuntarily separated from service on a permanent basis when the grounds for employee discipline involved warrant action that is more severe than a suspension. It is the most severe type of formal employee discipline and is typically taken when (1) the issue of employee remediation is either no longer valid or is otherwise irrelevant; (2) the misconduct involved is incompatible with initial or continued employment by the district.

Approved: January 28, 2013

Reviewed: October 28, 2019

Revised:



ACKNOWLEDGEMENT OF RECEIPT: ECOC

I acknowledge that I have read, understood, agreed to abide by and been given an opportunity to ask questions about the North Scott Community School District Employee Code of Conduct (ECOC) and Progressive Discipline, Policy #404.1R1. My signature below does not necessarily indicate agreement with the ECOC, but I understand that the Board of Education will hold me accountable for the standards referenced therein.

I also acknowledge that I have read, understood, agreed to abide by and been given an opportunity to ask questions about the North Scott Community School District Required Notification of Arrest, Criminal Charges or Child Abuse Complaints Regulation, Policy #404.1R2.

This acknowledgement will be issued to each North Scott Community School District employee on an annual basis and shall be retained in his or her personnel file.

Employee signature

Employee name

Date of signature

MOTOR VEHICLE REPORT AUTHORIZATION

Due to Insurance Policy requirements, the North Scott Community School District is now requiring employees who operate school owned or rented vehicles and/or use their personal vehicles for school business to authorize us to order a Motor Vehicle/Driver License Report. All negative reports will be submitted to the district insurance company for approval to operate a motor vehicle on school related business.

Name (please print) _____

Driver License # _____

State of License _____

Date of Birth _____

I hereby authorize the North Scott Community School District to conduct a Motor Vehicle/Driver License Report as needed.

(Signature)

(Date)

**DISTRICT STAFF ACCEPTABLE USE POLICY FOR
ACCESSING COMPUTERS AND ELECTRONIC COMMUNICATIONS SYSTEMS**

Internet access is a privilege available to employees and other designated individuals of North Scott School District (NSCSD). The goal in providing this service is to promote educational excellence at NSCSD by facilitating communications for resource sharing, collaborative work, and innovation. Access to internet resources also brings the possibility of encountering material that may not be considered to be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. Although an industrious user may discover controversial information, the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with district educational goals.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

Rules of Acceptable Use:

A. General Use:

- Access to the district's electronic communications system is a privilege, not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies.
- System users shall keep their passwords confidential. System users may not use another person's system account or e-mail account without written permission.
- Attempts to log in to any computer network beyond the user's authorized level of access may result in immediate cancellation of user privileges or other disciplinary action.
- Staff may not allow students to access the network through a staff account.
- Any infraction or suspicion of an infraction of the Student Acceptable Use Policy by a student under your supervision shall be reported to the building media specialist, building principal or the building administration.
- The district, in its sole discretion, has the right to determine who is, or is not given access to the NSCSD electronic communications systems.

B. Internet/Electronic Communications Use:

- Access to the district's electronic communications system, including the internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.
- Use of the NSCSD electronic communications systems shall not be considered confidential and is monitored 24 hours a day. There is no expectation of privacy. All internet activity of bypass accounts is recorded.
- Use for commercial activities or political lobbying is prohibited.

DISTRICT STAFF ACCEPTABLE USE POLICY FOR
ACCESSING COMPUTERS AND ELECTRONIC COMMUNICATIONS SYSTEMS

- The use of NSCSD computers is for administrative, classroom, educational, and research uses only. Computers and all attached peripherals and installed software are not the personal property of the staff member they are assigned to. The district and the district designated staff have the right to review what is on any computer or network server at any time.
- Users are expected to abide by the generally accepted rules of network etiquette (netiquette). These include (but are not limited to) the following:
- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
- Revealing personal addresses or phone numbers of others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users (such as, but not limited to, chain letters, animated emails, or accessing real audio for extended periods of time) is prohibited.

C. Computer Ethics:

- Access, copying, or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, or material protected by trade secret.
- Vandalism – any malicious attempt to harm, modify, or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks that are connected to the internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and administrative procedures, and possibly as criminal activity under applicable state and federal laws.
- This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.
- When using NSCSD computer labs, the media specialist will provide or arrange for proper supervision of students.

D. Restrictions:

- Building faculty members may not move computer equipment or peripheral devices such as printers, or make modifications to computer hardware or configurations unless discussed with a member of the district technology staff. Request for moving equipment or making modifications should be submitted in a service request to the building media specialist.
- Installation of software, both new and revised, should be submitted in a service request to the building media specialist who will enter this on the district's help desk.
- All web pages created for the NSCSD web site or individual or school pages / blogs must comply with the NSCSD internet and web standards, and must be approved by the building administration and posted via the district web team and or district technology staff.

SUBSTANCE-FREE WORKPLACE

The Board of Directors expects the school district and its employees to remain substance free. In the workplace, no employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor; or to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined by federal or state law. This prohibition includes prescription drugs when the employee's use is not authorized.

"Under the influence of" includes conduct by the employee and/or any physical appearance of the employee that leads a school official to believe the employee has used a prohibited substance, which also may include having the odor of alcohol on the employee's breath.

"Workplace" includes school district facilities, school district premises or school district vehicles whether owned, rented, leased or otherwise acquired for school district use. "Workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five (5) days of the conviction.

If an employee is found to have violated this policy, the superintendent will make the determination whether to require the employee to undergo a board-approved substance abuse treatment program or to discipline the employee up to and including termination. If the employee is required to enter a treatment program and fails to successfully participate in such a program, the employee shall be subject to discipline, up to and including termination.

The superintendent or the superintendent's designee shall be responsible for publication and dissemination of this policy to each employee. In addition, the superintendent or the superintendent's designee shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. The superintendent shall develop administrative regulations to implement this policy.

SUBSTANCE-FREE WORKPLACE

Legal Reference: 41 U.S.C. §§701-707 (1988).
42 U.S.C. §§12101 et.seq. (Supp. 1990).
34 C.F.R. Pt. 85 (1993).
Iowa Code §§123.46, 124, 279.8 (2015).

Cross Reference: 403.7 General Personnel Chemical Dependency
502.9 Smoking - Drinking – Drugs

Approved: October 22, 1990
Reviewed: October 28, 2019
Revised: April 5, 2004

EMPLOYEE CODE OF CONDUCT AND PROGRESSIVE DISCIPLINE

The purpose and intent of the Employee Code of Conduct and Progressive Discipline Policy is to ensure that each employee is aware of his or her responsibility in accordance with supporting the mission, vision and beliefs of the district.

Professional Responsibilities:

Employees fulfill their professional responsibilities when they:

1. Report to work fit for duty and remain fit while on duty.
2. Prepare for and diligently carry out all assigned duties as directed.
3. Comply with justifiable directives issued by duly recognized sources of authority.
4. Identify and control unsafe conditions and/or safety hazards and maintain safe and secure working and/or learning environments.
5. Demonstrate respect, fairness and dignity when interacting with students, staff, community members or others.
6. Comply with federal laws, state statutes and North Scott Community School District policies that prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating or threatening.
7. Communicate truthfully and honestly with regard to any matter of interest to North Scott Community School District and ensure that all records, disclosures or other written communications are full, fair, accurate, timely and understandable.
8. Acquire, use, maintain and dispose of North Scott Community School District assets in an ethical and responsible manner.
9. Maintain the confidentiality of information as required under federal laws, state statutes and North Scott Community School District policies.
10. Use established protocols to intervene against and/or report actions or behaviors that may represent one or more violations of federal law, state statutes or North Scott Community School District policy.
11. Refrain from activities outside of the contract day that may reasonably interfere with his or her ability to effectively perform duties as assigned or the legitimate operational interests of North Scott Community School District.
12. Comply with all established federal laws, state statutes and North Scott Community School District policies as well as established operational routines or procedures.

Employee Discipline Process

It is essential that prompt, corrective action is taken whenever professional responsibilities are not being met by an employee. In situations where employee actions or behaviors are found to represent one or more violations, disciplinary action must be considered.

An overview of the employee discipline process is as follows:

EMPLOYEE CODE OF CONDUCT AND PROGRESSIVE DISCIPLINE

- A. Establishing grounds. The grounds for employee discipline must be determined. Where required, “just cause” must be established.
- B. Verifying grounds. The grounds for employee discipline must be verified by an informal inquiry or a formal investigation conducted under presumption of innocence. If these grounds are substantiated, the specifics of a charge will be described in as much detail as possible supported by all relevant evidence. Where applicable, a connection may be made for the employee between the charge and the mission, vision and beliefs of the district.
- C. Determining a course of action. Only after the grounds for employee discipline have been substantiated will one of the following two general courses of disciplinary action be taken based on the specific ECOC violation involved and the presence or absence of the same or substantially similar disciplinary events in the past (where applicable): (1) informal action (verbal warning and written warning), and (2) formal action (official reprimand, suspension and discharge).
- D. Assessing the case facts. Prior to initiating or recommending a specific type of discipline to accomplish either course of action, both the aggravating and mitigating factors in the case must be considered.
- E. Selecting or recommending a specific action. Each ECOC violation is classified into one of five “relative severity” “tracks” and incidents within the same classification are processed along the same track from a progressive employee discipline standpoint. For each violation-interval pairing within the ECOC, a range of permitted disciplinary options is provided based on the relative severity of the misconduct involved (i.e. minor, moderate, major, non-disqualifying, and disqualifying). The specific action taken or recommended should reflect whether case facts involved were predominantly aggravating, predominantly mitigating, or roughly equal for the case in question.
- F. Considering the need for progressive discipline. A single occurrence of some actions and behaviors may be as grave as to warrant immediate formal action up to and including discharge; however, repetitive misconduct of a lesser nature may require progressive more serious sanctions. In such cases of chronic employee conduct, progressive action should be taken when it is evident that either: (1) non-disciplinary strategies, where used, did not result in a modification or suppression of the employee’s action(s); or (2) previous disciplinary actions failed to correct a chronic ECOC violation.
- G. Documenting the action. It is important that accurate documentation is maintained before, during and after each disciplinary action to protect both the interests of North Scott Community School District and the rights of the employee involved.

Delegation of Authority and Disciplinary Options