ALTA-AURELIA COMMUNITY SCHOOL DISTRICT



EMPLOYEE HANDBOOK

2026-2027

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ALTA-AURELIA EMPLOYEE HANDBOOK

This employee handbook is intended to cover topics that can be helpful for all classifications of district employees. This document does not take the place of the certified staff master contract. Any specific questions not covered in this handbook should be directed to the Superintendent or Business Manager.

Mission Statement:

"The mission of the Alta-Aurelia Community School District, in partnership with the community, is to educate lifelong learners who are, collaborators, innovators, and productive· citizens, prepared to live and work in an adverse and ever-changing world."

Definition of Classified Staff

The term "classified staff"' shall include the following employees whether full-time or part-time:

Teacher Associates/Paraprofessionals
Custodial and Maintenance
Employees Clerical
Employees
Administrative Assistants
Nutrition Staff/Cooks
Bus
Drivers

GENERAL EXPECTATIONS

1. *All* employees should be acquainted with the district and building level rules, regulations, policies and procedures, and observe and enforce these in the course of their duties.

2. Teachers should be in their assigned buildings by *7:45 a.m. each day and remain on school premises until 3:45 p.m.* Teachers should notify their building's office if they need to leave school premises prior to the end of the school day.

3. Teachers should begin and end their classes promptly at the times appointed. No child should be detained after school so as to miss the bus unless arrangements have been made with parents.

4. No teacher in charge of students is to leave a classroom, duty station, or any area unattended. In cases of emergency call the office for immediate help.

5. Grade books, plan books, attendance records, and all other necessary record keeping should be done promptly and accurately. JMC grades must be updated weekly.

6. All employees should attend all meetings called by the administration unless excused prior to the meeting.

7. Any teacher or associate who must miss school due to illness·should notify their building principal or designee as soon as possible but always before 6:30 a.m. on the day absent. Please do not email or leave messages on voicemail because they may not be checked before the beginning of the school day.

8. We do not allow students to use cellphones during Instructional time. We, as adults, need to set the proper example for our students as well. Cell phones for staff are not to be used during instructional or supervisory time. If a cell phone is needed to make a call, please do so during planning time.

9. Good grooming and dress habits are a part of the entire staff's professional obligations while at school. Jeans for teachers and associates may be worn on days designated by the principal.

10. Teachers must follow the school schedule throughout the day. This includes the lunch and recess schedule, For the safety of all students, only the classes scheduled should be on the playground during recess time.

Employee Work Day

Work hours for all **classified** positions (administrative assistants, cooks, custodians, associates, bus drivers, etc.) will be determined by the employee's immediate supervisor.

Inclement Weather

Late starts and early dismissals due to bad weather will not be made up. Full days will be made up at the discretion of the superintendent and board of education. School delays will be registered with several different media sources including television (KTIV and KCAU) and radio (KCHE, KAYL), text message and email alerts are also available through JMC or by signing up through the school district's website,

LEAVES OF ABSENCE:

The district allows employees to receive their full pay for employment. when illness or doctor appointments occur. Custodians will receive 8 hours pay for approved personal leave days and paid holidays. All leave, whether sick leave, bereavement or personal is rounded to the nearest ½ day, Therefore, when leave is taken it cannot be added to hours worked and result in creating additional paid time or overtime.

New employees who begin work after the beginning of the term shall be granted a pro rata share of leave days allowed.

Sick Leave: Classified and certified personnel shall be granted leave of absence for personal illness or injury with full pay as follows with leave allowed be taken in ½ day increments. Pay for absences will be computed per the employee's contract workday and contract wage. Employees will be allowed sick leave for temporary illness and disability including pregnancy, as follows

- Fifteen (15) days sick leave are granted to each employee every year with a cumulative maximum total of one hundred (100) days.

Sick leave is to be used for the employee's personal illness and medically related disability of the employee and may not be used for other absences unless otherwise noted in the handbook and master contract.

The employee will provide, upon request, reasonable verification of illness, If the employee is absent because of illness, injury, or disability for a period of 3 consecutive working days or more, the employee shall present a physician's statement of approval to return to work.
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Family Emergency Leave: Five (5) days of non-accumulative family emergency leave may be granted each year, which includes, but is not limited to immediate family illness. The immediate family shall include spouse, children, parents, mother/father in-laws, brothers and sisters, brother/sister in-laws. When family emergency leave is exhausted, up to seven (7) of the accumulated sick leave days could be used for immediate family illness upon approval of the building principal. Use of additional accumulated sick leave may be granted by the Superintendent for serious illness or disability in the immediate family.

Bereavement leave: Up to seven (7) days of leave may be granted at any time in the event of death of an employee's spouse, mother, father, son, or· daughter. Up to three (3) days of leave may be granted in the event of the death of a brother, sister, son/daughter-in-law, mother/father-in-law, sister/brother-in-law, aunts, uncles, grandparents, and any other member of the immediate household. In the event of an employee or student in the school district the principal or immediate supervisor of said employee or student may grant the appropriate number of employees sufficient time to attend the funeral. The superintendent may grant at his/her discretion up to one (1) day of bereavement leave in the event of the death of a friend or relative outside the employee's immediate family as defined above. The superintendent may grant additional leave at his/ her discretion.

Personal leave: Personal leave days are to be used for personal business that cannot be conducted at another time. Each employee may request three (3) days of personal leave at full pay. Two (2) personal days may be carried over from one contract year to the next. No more than five (5) personal leave days can be accumulated in any given year. The days may not be used during the first or last week of school. The superintendent has the authority to grant leave time during the first or last week of school due to extenuating circumstances. Personal leave will only be granted ***after*** a substitute has been scheduled. Employees have the option to be paid the sub rate of pay (certified employees) or their rate of pay (classified employees) at the end of the year for no more than three (3) personal days not used or carried over into the next year. ·

With the exception of sick leave and family emergency leave, all leave requests must be submitted and approved prior to the employee taking leave. It will be understood that the employees that take sick or family emergency leave will put in the leave request on the first day that he/she returns to work to ensure proper record keeping.

All leave without pay is to be submitted for approval, in advance, and may only be approved by the superintendent.

Family Medical Leave Act
All employees shall be eligible for unpaid family and medical extended leave of twelve (12) weeks in relation to the birth, adoption, or foster care of a child (children), an/or in the event of a serious personal health condition. This leave shall be subject to current board policy and provisions in the law.

Hourly Staff Time Clock
All hourly staff must clock in and out through the time clock system. Any missed punch correction requests must be approved in writing by the employee's direct supervisor and delivered, in person, to the business office for superintendent approval.

Mandatory Trainings
All district employees are required to have an account with the AEA for online professional trainings. All district employees (certified and classified) must complete all mandatory trainings as prescribed by Iowa Code, the BOEE, and the school district.

Safety
The-District strives to maintain a safe and accident-free work environment. Employees are expected to use good judgement, follow safety guidelines and procedures, and avoid taking hazardous actions such as, but not limited to using equipment that they have not been trained on, standing on chairs, or inappropriately attempting to lift objects.

It is the responsibility of the employee, if injured on the job, to inform the business office of ALL injuries (minor· or serious) within twenty-four hours of the occurrence, file an accident report, and call the OnCall Nurse. The employee will need to work with the business office, and the District's local insurance agent to file any Worker's Compensation claims that need to be filed. If a medical examination or treatment may be needed, an appointment will be scheduled with the District's designated Worker's Compensation physician.

Licenses and Certifications
Licensed employees need to ensure that they do not allow their license to expire. Upon renewing your license, it is the employee's responsibility to get a copy of the new license to the business office to be placed in his/her personnel file.

Transportation Requests
Transportation requests should be submitted as soon as the need for transportation has been determined. This is especially true of any transportation requests that will require the transportation director securing a bus driver (i.e. field trips, sporting events). Transportation requests for the same day or next day are not guaranteed to be fulfilled. Please plan in advance.

Confidentiality:
Student records and information must be kept confidential. Information received in confidence from a fellow teacher, staff member, administrator, and/or student must be treated in the same confidential manner.

Parent Contacts:
Teachers should make every effort to keep parents informed of their child's progress. Notification in addition to progress reports and grade reports is encouraged. A positive contact prior to any problem will help ward off negative situations.

Classified Staff Salary
The Board of Education shall establish schedules of payment for all classified personnel at least annually following their initial employment.

Employees are paid on the 20th of each month. If the 20th falls on a weekend or holiday, pay day will be the first business day prior to the 20th.

Relationship to Certified Staff
The relationship of' teaching and classified employees should be that of partners working together to provide the best possible learning environment for the students of the Alta-Aurelia Community School District. Every effort to work in collaboration towards that end is expected.

Substitutes for Classified Positions
Every effort will be made when necessary to fill temporary vacancies with substitutes who have qualifications comparable to that of the regular contract personnel. Employees requesting a leave should notify their supervisor as soon as possible so that a substitute can be scheduled.

Classified Staff Vacation
Full-time regular employees (30 or more hours per week) who are employed for twelve months of the year are entitled to vacation with pay starting after the first full year of employment, Vacation will be awarded based on the following;

- 10 day after Year 1
- 11 days after Year 2·
- 12 days after Year 3
- 13 days after Year 4
- 14 days after Year *5*
- 15 days after Year 6 and succeeding years

The employee's immediate supervisor must approve all vacation requests; any disagreements between the supervisor and the employee will be mediated by the superintendent.

Vacation time may not accrue from one year to the next except for emergency or unusual circumstances, which must have the superintendent's approval.

Wages for vacation time shall be based upon and limited to hours of employment as stipulated in the employee's contract. Except in cases of emergency, employees may not be employed for extra wages in lieu of vacation time.

Classified Staff Holiday Pay
All full-time classified staff receive holiday pay as employees of the Alta-Aurelia Community School system. These days are reflected as a part of their contracted days.

Classified Staff Evaluation
Supervisors and/or principals of classified employees will conduct written evaluations during the first year of employment and at least once every three years thereafter. These evaluations will be placed in the employee's personnel file in the business office. Evaluations may take place on a more frequent basis if the supervisor chooses to do so or upon employee request.

The immediate supervisor and/or superintendent shall meet with the employee for the purpose of discussing the written evaluation of the employee's performance. If the employee wants to contest the evaluation, he or she may do so in a written request to the superintendent, who will mediate the process.

Resignation
Resignations of classified personnel shall give 30 days' notice in writing, signed by the resigning party, directed to the superintendent and referred by him/her to the Board of Education with his/her recommendation.

The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract; therefore, personnel will be released from their contracts at any time a suitable replacement can be secured by the administration.

In the event an employee requests and subsequently receives release from a contract prior to its expiration date, all leave will be pro-rated. If leave taken prior to release exceeds the pro-rated leave, adjustments will be made in the employee's final pay check.

Dismissal
The superintendent or his/her designee has the authority to suspend the services of employees. The Board of Education shall determine whether the employee shall be reinstated or dismissed.

The employee shall have the right to a hearing before the superintendent if he/she so desires when such action is initiated by a principal. The employee also shall have the right to a hearing before the Board of Education if so desired.

Use of School Vehicles
School-owned vehicles shall be used for school business and/or job-related responsibilities only. To safeguard the District and employees in matters of liability, private vehicles shall be used ONLY when school vehicles are not available and ONLY with prior administrative approval. School vehicles shall be housed on school-owned premises unless authorized by the superintendent. Employees shall NOT send a student on errands with his/her own vehicle, an employee's vehicle, or a district-owned vehicle.

Energy conservation and efficiency shall be practiced in the authorization and scheduling of all official school travel.
Any reimbursement for expenses incurred from using a private vehicle must have prior approval from the superintendent.

REQUIRED SCHOOL RECORDKEEPING

Teachers are required to keep the following records throughout the school year.

Lesson Plan Book: Planning is vital for successful teaching. Teachers are expected to have plan books in their rooms and/or posted their teacher page, updated at a minimum weekly, and they are to leave detailed lesson plans when absent. Lesson plans am expected to be

written and complete for the school week on or before the first day of the week. The principal may request copies of lesson plans.

Grade Book: The grade book (both physical grade books and/or JMC grade program) shall be kept up to date with ample grades to document students' efforts. The physical grade book (where used) will be collected at the end of the school year. ***Grades for Middle School and High School should be updated in JMC at a weekly minimum.***

Dropping a Student from Enrollment
A student should not be dropped from the enrollment nor should a teacher stop reporting a student as absent until an official notice is received from the office.

Student Permanent Records
Teachers are to sign and date the sign-out sheet when taking student permanent records from the office. All records shall be returned to the office by 3:45 p.m. daily. It is the teacher's responsibility to keep those records up to date.

Room Inventory:
Inventory will be taken in the spring of each year. The room inventory must reflect an accurate account of all items in the classroom.

CARE OF ROOMS

Teachers must assume responsibility for seeing that equipment assigned to them Is kept in as good a condition as possible. Destruction of any property should be reported to the principal's office as soon as possible. The names of students known or believed to be responsible for such damage should also be reported. Lights should be turned off when leaving the classrooms.

Teachers should report needed cleaning or repairs by using the work order forms available in the office. Place these forms in the Principal's box to be signed. Maintenance staff or custodians will be notified.

REQUIRED INFORMATION FOR SUBSTITUTE TEACHERS

Teachers should leave the following items on their desks when they anticipate being absent from school.

- Lesson Plans, Plans should be detailed enough to be clearly understood and executed.
- Seating Chart if one is used in your classroom.
- Other information or materials (worksheets, lesson, etc.) that will be needed to carry out planned lessons in an effective manner
- Daily Schedule

In the event of an unplanned or unanticipated absence, the teacher will need to make arrangements to have the necessary items/materials delivered to school. In case you are unable to come to school to write out a plan for that day, keep a daily lesson plan as a backup. Tell a fellow teacher where the daily plan can be found.

PURCHASE ORDERS AND REQUISITIONS

All materials, supplies, equipment, or services which require payment by the school MUST be purchased with a purchase order.

The School District's system of ordering and paying for goods and services is a standard practice. The Board of Education pays bills once per month. To know when orders are complete and, consequently, eligible for payment, items received must be checked against purchase orders themselves in the central office for correct quantity and price. Orders are then routed to the individuals who placed the orders.

School employees are NOT AUTHORIZED to purchase any item or have any service performed without an approved purchase order. The proper way to obtain one is as follows:

1. Make a request with the appropriate building principal for the purchase, and secure approval.

2. Fill out the requisition listing the items needed to purchase as well as costs, complete address, FAX number, and shipping costs of the company to which the order is made.

Upon approval by the principal, the requisition will be submitted to the central office for superintendent approval, processing, and ordering. **NO PERSONNEL** will be allowed to call in orders by telephone, fax them, or order from salesmen who call in person without prior permission from central office administration. Any matter requiring action of this nature MUST be done through the office.

When placing an order to preview materials on a TRIAL BASIS, the order must be submitted exactly as described above. In this way, the central office will know where the materials are to be sent. If such materials are to actually be purchased, they must be properly approved. Remember that materials ordered on a "Free Trial Basis" are not really free. If materials are returned, the postage is charged against the appropriate account.

Anyone RETURNING materials or supplies, should do so through the office. The materials should be packaged, wrapped, addressed for mailing, and returned to the office. The central office must be made aware of all returns so that payments will not be made for items returned.

NO STUDENT should be allowed to write requisitions or be in any way involved with the purchasing or returning of materials.

NO PAYMENTS will be made by the school on purchases made without purchase orders. Should any order be sent/received without a purchase order, it will he returned promptly to the company and postage for the return charged to the appropriate account. Until the Superintendent (or designee) has approved and signed a purchase order, materials are NOT AUTHORIZED to be purchased.

Any questions regarding the District's purchase ordering system can be answered and clarified by contacting the Central Office in either Alta or Aurelia.

FUNDRAISERS
(Including on-line fundraising and crowd-sourcing)

Fundraising campaigns may further the interest of the district and provide additional resources for our student activities and classrooms. Any person or entity acting on behalf of the district and wishing to a conduct fundraising campaign for the benefit of the district shall get prior approval from the superintendent or designee. Money or items raised are the property of the district only upon acceptance by the board and will be used only in accordance with the terms for which they were given and agreed to by the board.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the district's educational program, mission, vision, core values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;
- The district's instructional priorities
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign. and keeping district administration appraised of the status of the campaign. The requester is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised, nor items purchased shall be distributed to individual employees.

MONEY COLLECTION AND MONEY HANDLING

It is the expectation that individual teachers not collect money from students. Money for student purchase, lunch accounts or other reasons, should be collected in the office. In the event money gets turned into the teacher, it needs to be turned in to the office promptly every day, **Money** is **not** to be left overnight in desks in the building.

All money collected by the school must be routed through the school's accounting system. This is standard practice in most schools. Adherence to the following guidelines is required.

1. ALL PURCHASES by school clubs, organizations, and classes must be made using the District's purchase ordering system.

2. No organization or class may set up an account with the bank for any reason. All payments must be made by check by the school bookkeeper.

3. Sponsors/teachers may not use money collected to make direct purchases. All money collected must be turned into the school office.

4. Students and non-district persons will not be allowed to be responsible for the handling or counting of any school district funds. When cash is counted (i.e. gate receipts, concessions) two (2) employees must be present when the money is counted. Both employees must sign off on the appropriate tally sheet.

5. When payment is needed, for anything, the requisition must be turned in prior to needing payment.

STUDENT ILLNESS OR INJURY

The administration of medicine to students should be done only by the school nurse, the principal, or any other designated trained person(s). Teachers and Associates may not dispense any type of medication, including Aspirin and Tylenol. Prescription medicines sent to school by parents should be sent to the nurse's office.

In the event of student injury, escort Or send the child to the nurse's office unless it is considered dangerous for the child to be moved. In that event, notify the principal as soon as possible. In the case of student injury, an injury incident report is to be filed by the supervising teacher.

EMERGENCY PROCEDURES

Fire, and Tornado procedures must be displayed in plain view in the classroom. The teacher is to discuss the procedures with all students periodically. Two Fire Drills and two Tornado Drills will be completed each semester throughout the school year.

Each teacher is responsible for following the emergency procedures posted. Each teacher is to have his/her grade book and account for every student in his/her class. Students not accounted for must be reported to the principal or designee immediately.

SUPERVISION OF STUDENTS

General Student Control:

Close supervision is one of the keys to successful teaching. Teachers should not ignore any student action requiring corrective measures, nor should student activities that are positive in nature be ignored by the teacher. When necessary, the principal should be consulted for assistance.

Before School:
Supervision of students commences at 7:50 a.m. Teachers should be in the building by 7:45 a.m. Students not eating school breakfast should remain outside or in a designated area and not be in the hallways unless under the direct supervision of a teacher or assigned associate. Students may enter· the hallways in the morning at 8:10 in the elementary and middle school and 8:00 in the high school. The principal will aid in the supervision of students during the breakfast period.

Lunch Supervision:
Each lunchroom duty teacher and/or associate shall be responsible for the behavior of all students. Student conduct shall be monitored in the serving line, at the table, and as trays are returned. Please feel free to use this time to take care of miscellaneous needs if you do not have lunch duty.

Art, Music, PE, Guidance, Computers, and Library:
Elementary teachers shall escort their students to these classes in a prompt, orderly, and quiet manner. Teachers shall also .be on hand to pick up students at the end of such classes.

After School:
At the dismissal bell, teachers are to escort their classes in an orderly manner to the busses. Teachers are relieved of their supervisory duties as soon as they have seen that each of their children has entered a bus or been picked up by a parent/guardian but must stay on school grounds until at least 3:45 in case of phone calls, questions about students, etc.

TEACHER EVALUATION PROCEDURE

A. All teachers in the state of Iowa are required to have an **Individual Career Development Plan (ICDP)** that must be reviewed, at a minimum, annually with your supervising principal. Alta-Aurelia teachers can work individually or in teams in the development of their plans. The focus of the plan must be aligned with the building and/or the district annual goals and be measurable. Teachers can focus their ICDP on implementation of the district-wide or building-wide professional development or create their own individual career development focus aligned with the district or building level annual academic goals.

B. Within two (2) weeks after the beginning of the employee term the building principal or appropriate supervisor shall explain at a group meeting to the employees the evaluation procedures and advise those in attendance as to the designated supervisor who will observe and evaluate. No evaluation shall take place until such orientation has been completed.

C. All new employees to the system shall be evaluated during the first (1st) nine (9) weeks of the school year. Said evaluations shall be done by the employee's principal or immediate supervisor. A second evaluation shall be done after the first (1st) nine (9) weeks. A follow-up conference between the employee and evaluator/administrator shall be held within five (5) days of the evaluation.

D. All non-probationary employees shall be formally evaluated at least once every three years. A three- year cycle will be established to divide all continuing employees into three groups. One-third will undergo a comprehensive evaluation the first year, one-third the second year and the final third the third year. All probationary teachers will participate in a comprehensive evaluation each year until non-probationary employment status is established. The former probationary teachers will then fit into the three-year cycle. A follow-up conference between the employee and evaluator/administrator shall be held within five (5) days of the evaluation,

E. During the off years of the three-year cycle, the principal and teacher will agree on a list of two or three goals or job targets that would be accomplished during the academic year.

F. Any written evaluation shall be submitted to the employee for the employee's signature prior to including the evaluation in the permanent records of the employee. Signing by the employee shall not indicate agreement with the evaluation but merely receipt of a copy thereof. The employee shall have a right to have a written response to the evaluation which shall be kept in the permanent file. Areas and methods of improvement shall be discussed at the conference following the formal evaluations referred to in paragraphs B and C above.

G. In addition to the formal evaluations, the administration may evaluate by informal observation.

H. Evaluation procedures shall include evaluation in the areas that include but shall not be limited to, the following: professional relationship, behavior and attitude, educational practices and procedures, organization of subject matter, and classroom management.

TEACHER TRANSFER PROCEDURES

A. Transfer shall be defined as a change in grade level, a change in building assignment or a change in subject matter area of teaching. The term subject matter area shall be broadly interpreted. Extra-curricular assignments shall not be subject to the transfer procedure.

B. The District will post openings internally and externally five (5) days prior to filling a position. An employee who wishes to transfer into the position shall apply for such transfer within five (5) school days of the posting. That employee(s) will be granted a meeting with the principal or the Superintendent. If the employee(s) is not granted the transfer, he/she shall be notified in writing of the reasons for denial. This shall be done before any interviews of outside applicants occur. This procedure shall apply to positions opened during the regular school year as well as during the summer

C. In the event that the Superintendent determines that involuntary transfers are necessary the Superintendent shall give written notice to the affected employees a minimum of-30 days before the transfer goes into effect. A meeting between the administration and the affected employee shall take place as soon as the employee and the Superintendent are available for the meeting.

D. In the event of an involuntary transfer the employee shall have thirty (30) days after the written notice is delivered to resign from the staff without penalty.

E. Notice of vacancies shall be posted in the teacher lounges and/or via email to all staff, when the administration is advised that a person is resigning.

STAFF REDUCTION PROCEDURES

In the event that layoffs become necessary, staff reduction will be accomplished in the following manner:

1. The Board will first attempt to accomplish it through attrition.

2. If reduction of staff cannot be accomplished by attrition, those employees with emergency or temporary certification in the teaching area affected shall be the first laid off followed by employees classified on probationary status.

3. If fully certificated, non-probationary employees, properly endorsed by the State of Iowa, are to be laid off, seniority will be one major factor but other factors (including educational training, certification and evaluations) will be considered in making the decision.

4. When seniority is the determining factor for reducing fully certificated, non-probationary staff, layoffs will proceed based on the fewest consecutive contracted days of service within the district.

Seniority Calculation

Seniority is calculated from the employee's first day of contracted service, as established by the date the individual contract was signed.

Retention & Exceptions

- **Program Continuity:** If laying off the least senior employee would result in the discontinuation of an existing program, that employee will be retained. In such cases, the next least senior employee whose layoff does not impact program continuity will be selected for reduction.

- **Tie-Breaking:** If two or more employees have equal days of service, the Superintendent will determine contract renewals based on who is most qualified.

- **Exclusions:** Supplemental pay assignments and extra duties are not considered criteria for layoff decisions.

5. District employees will continue to accrue years of service, which will count toward seniority, teacher pay schedules, and any policies regarding retention, pay or benefits, so long as they serve in any position which requires a practitioner license within the State of Iowa.

6. The Board shall have the right to realign remaining staff assignments as necessary.

7. Teachers with assignments in multiple curricular areas will maintain seniority in both areas as long as they are assigned to that curricular area.

INSURANCE BENEFITS

A. The District shall provide each full-time employee with single health insurance. The employee may elect to have the family coverage under the same group plan at their own expense. Insurance coverage during the contract year will begin on July 1 and continue through June 30. Employees qualify for a $3000 opt-out option for insurance who meet requirements of the District for proof of other insurance coverage.

B. Employees who were taking TSA option for insurance during 2001-2003 school year may continue to do so until such time they end their employment with the District, change their participation from the level selected in 2001-2003, or this provision is amended to the collective bargaining process. The provisions applicable during 2001-2003 will continue to apply to those employees. Employees who qualify for the TSA option will receive $500 per month, $6000.00 annually to be used toward the State of Iowa TSA plan option.

C. The District or its designee shall provide and administer an IRS Section 125 plan for all covered employees. The District or its designee will notify all employees of enrollment timelines, procedures and eligible benefits in a timely manner· so that each employee may have adequate opportunity to choose the degree of his/her participation. The plan shall include all allowable pre-tax deductions pursuant to the Internal Revenue Service Code.

The District will pay the cost of the annual flat fee and the annual enrollment fee per eligible employee under the section 125 plan. The District will pay the check charge of the third-party administrator for any checks totaling more than two hundred dollars ($200.00). The employee will pay the check charge drawn on their account amounting to two hundred dollars ($200.00) or less.

D. Employees on non-paid leave may continue in the insurance group so long as this is acceptable to the insurance carrier, though all costs of this coverage shall be paid by the employee.

E. Health and major medical insurance coverage wi11 be offered to those teaching less than full-time, but at least half time (50%) with premium being pro-rated according to the percentage of teaching time.

F. Each full-time employee shall be provided a twenty thousand-dollar ($20,000,00) term life policy.

G. Each full-time employee under the age of sixty-five (65) years shall be provided a long-term disability policy selected by the Board.

TEACHER SALARY SUPPLEMENT

TSS monies received by the District shall first be used to meet the mandated salary minimums. Any remaining TSS funds received from the State after meeting mandated salary minimums shall be divided equally among all eligible bargaining unit employees based on employee FTE after payment of the employer's share of payroll taxes. Each employee's amount will be distributed monthly with regular payroll.

In the event TSS funds are not received or the amounts received are reduced, the funds otherwise payable under the TSS plan shall be reduced dollar for dollar.

SUPPLEMENTAL PAY

A. Employee participation in certain extra-curricular activities shall be compensated entirely according to the rate of pay and job description on Schedule B, including years of comparable past activity experience, which is attached hereto and made a part thereof, Placement upon the schedule will be monitored by the Association. These duties shall require additional work beyond the base time of 7:45 a.m. to 3:45 p.m.

B. In addition to teaching duties and supplemental pay duties, the employees shall perform some additional duties that shall not involve additional compensation.

C. A teacher may be assigned up to four (4) extra duty assignments per school year in exchange for an activity pass for the employee and spouse. It is our understanding that these assignments will not be made for the sake of having the teachers work four (4) duties.

A teacher may request to have their assignments exchanged for a legitimate reason, e.g. from basketball *to* football because of health. Teachers may exchange assigned duties among themselves; however, they shall notify their building principal of the change. When a teacher works more than four (4) assigned duties they will be paid ten dollars ($10.00) per event.

TEACHER LEADERSHIP AND COMPENSATION PLAN

Plan Notification and Position Availability

1. All employees represented by the agreement will be notified of newly created positions upon approval of this plan. All newly created positions will be posted pursuant to negotiated agreement.

2. Applicants for the positions will be selected pursuant to the selection process outlined in the approved TLC plan.

3. Teacher Leadership roles are annual assignments. All Teacher Leaders will need to reapply annually, In the event a teacher leader is returned to his/her position, the replacement teachers will be subject to staff reduction language in the Master Agreement.

Selection Committee

1. The selection committee shall be established in accordance with the approved TLC plan, and comprised of equal numbers of teachers and administrators.

2. No employee will be assigned to a TLC position involuntarily.

Employee Hours

1. Teachers serving in TLC positions, conducting the responsibilities as defined in the job descriptions specified, may be required to work beyond the work day and contract days outlined in the Alta-Aurelia Master Agreement.

2. Teachers serving In TLC positions will be required to fulfill other duties as assigned in the Alta-Aurelia Master Agreement, including but not limited to Parent/Teacher Conferences, Professional Development, and regular duty assignments.

Wages and Salary

1. The Teacher Leader supplement contract is intended to meet the training and planning requirements for each TLC position and shall not exceed the days that are assigned for each TLC position.

2. Any employee who accepts a Teacher Leadership position outlined in the TLC plan and who is assigned a TLC supplemental contract will be paid as stated in the negotiated agreement unless such additional work time is stipulated in the TLC plan as being compensated through a fixed salary supplement.

3. Teachers serving in TLC positions will receive the fixed salary supplement in accordance with the approved TLC plan in lieu of additional hourly or per diem wages.

Procedures for Transfer•

In situations where hiring occurs in support of the TLC plan, the following considerations will occur:

1. Placement: The placement of an employee into a TLC role shall be controlled by the criteria outlined in the Alta-Aurelia CSD approved TLC plan.

2. Removal: The removal of an employee from a TLC role shall occur by either **(a)** the employee and the District mutually agreeing to remove the employee from the role, (b) the employee providing a written resignation that is accepted by the District or· (c) the District removing the employee from the role after providing the employee appropriate due process. Notification of intended removal for the following school year shall be April 1.

3. Placement after removal: If an employee is removed from a TLC role, the employee will be placed in the employee's former teaching position, or if the former teaching position does not exist, to another teaching position for which the employee is qualified and is as near as possible to the employee's prior teaching position, as determined by the Superintendent.

4. The District retains the right to assign employees in the TLC positions to specific buildings or locations within the Alta-Aurelia Community School District.

Procedures for Staff Reductions

If the circumstance arises in which staff reductions occur through the loss of the TLC funding, the teachers will have an opportunity to return to their previous FTE at the time of their TLC selection and follow the current staff reduction procedures.

Seniority

TLC positions will be considered to be regular, full-time members of the bargaining unit. Teachers serving in the TLC positions will continue to accrue seniority in accordance with the Master Agreement.

Evaluation

1. TLC positions are annual assignments. Teacher Leaders who are reapplying are applying for a new TLC position are required to complete an annual Performance Review of the assignment to a teacher leadership role in accordance with the approved TLC plan. The review shall include peer feedback of the effectiveness of the teacher's performance of duty specific to the teacher leadership role as outlined in the approved TLC plan.

2. A teacher who completes an assignment.in a TLC position may apply for assignment to a new TLC position.

Separation from Teacher Evaluation
Teachers in TLC positions will not evaluate other teachers. Performance reviews for TLC positions will be used only for evaluation of the Teacher Leadership roles and not be used as any part of a teaching evaluation.

ACCEPTABLE USE OF DISTRICT TECHNOLOGY

The use of district technology resources is a privilege granted to employees for the enhancement of job related functions. Employees may have limited access to these resources for personal use, if they comply with the provisions of this procedural directive. Violations of this procedural directive may result in the revocation of this privilege. Employees may also face disciplinary action up to and including termination, civil litigation, and/or criminal prosecution for misuse of these resources.

Prohibited Activities
Staff shall not upload or otherwise transfer out of the district's direct control any software licensed to the district or data owned or licensed by the district without explicit written authorization. Staff shall not use IT resources to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms. Staff who engage in the unauthorized release of confidential information via the district's IT resources will be subject to sanctions in existing policies and procedures associated with unauthorized release of such information.

Staff shall not download executable software, including freeware and shareware, unless it is required to complete their job responsibilities.

Staff shall not use district IT resources to intentionally disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of the district's IT resources.

Unauthorized access to the internet is prohibited from any device that is attached to any part of the district's network.

Staff shall not access, store, display, distribute, edit, or· record sexually explicit or extremist material using district IT resources, Violation of this procedural directive may result in immediate disciplinary action up to and including termination of employment. The incidental and unsolicited receipt of sexually explicit or extremist material, such as might be received through email, shall not constitute a violation of this section, provided that the material is promptly deleted and neither stored nor forwarded to other parties.

Staff shall not be punished if prohibited materials are forwarded to the Technology Department to alert them that material has been received. Examples of this material Include, but are not limited to, SPAM and phishing emails.

Staff is prohibited from accessing or attempting to access IT resources for which they do not have explicit authorization by means of user accounts, valid passwords, file permissions or other legitimate access and authentication methods. It is a violation of district procedural directive to grant another individual access to any district accounts that have been authorized to you; or use another individual's district authorized accounts, user-ids and/or passwords.

Personal Use of the Internet
Occasional and incidental personal use of the district's IT resources and Internet access is allowed subject to limitations.

Personal use of the internet is prohibited if:

1. It materially interferes with the use of IT resources by the district; or

2. Such use burdens the district with additional costs; or

3. Such use Interferes with the staff member's employment duties or other obligations to the district; or

4. Such personal use includes any activity that is prohibited under any district procedural directive.

Information and Records
The school district may install software and/or hardware to monitor and record all IT resources usage, including email and Web site visits. The district retains the right to record or inspect any and all files stored on district systems.

Staff shall have no expectations of privacy with respect to district IT resource usage. Staff are advised that serious disciplinary action up to and including termination of employment may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files, or electronic storage devices, Illegal activity involving district IT resource usage may be referred to appropriate authorities for prosecution.

All employees who have access to or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws and regulations, as they related to the release of student information.

DISTRICT COMMUNICATION

All employees of Alta-Aurelia are expected to serve as positive ambassadors for the District and as appropriate role models for students. It is. important to maintain professionalism in all interactions with students, their families and the community. As such, employees of the Alta-Aurelia School District agree to:

1. Adopt a proactive approach to providing regular communications with their respective stakeholders

2. Be respectful and professional in all interactions

3. Be open to learning new communication tactics

4. Maintain confidentiality and respect one’s right to privacy

5. Communicate with leaders (principals and/or superintendent) when appropriate

6. Prioritize classroom and educational activities during the day, but endeavor to reply to parent inquiries in a timely manner if possible

7. Follow the guidelines for communication found within this policy

***Failure to follow these policies may be cause for disciplinary action*

District Website
The district website serves as the primary information tool for the district and provides important information to parents and staff. The website also offers an opportunity to promote the District to a wider audience. To ensure website effectiveness, the following protocols are in place:

- District newsletters will be available on the website.

- The website will be updated with recent and upcoming events, news, and other important information daily.

- All photos of teams and clubs will be updated seasonally/annually, and photos or videos of events will be updated in a timely manner.

- Teachers/school will update JMC at least weekly.

District and School Newsletters
District newsletters will be published electronically monthly and posted on the district website. The district will publish a printed newsletter to be distributed to those families and community members expressing a desire for an alternative to electronic communications.

Email
Email will be used to provide general, non-time-sensitive information to families and community members. Urgent concerns should be cc'd to the principal. To ensure that this process operates effectively, teachers should make every effort to acknowledge parents in a timely manner.

School email accounts are not private. All communications by employees to students or parents at any time from any email system are expected to be professional in topic and tone. Email between employees and students or parents is to be done through the school-provided email account, and must conform to the policies set forth in the District's Acceptable Use Policy.

Text Messaging (opt-in)
Text messaging will be used for notifications of school activities, updates, and changes in schedules (i.e. weather or early dismissal), and information about emergency situations.

Official Spokesperson
The superintendent or assigned representative will serve as the primary official spokesperson for the district and will be responsible for approving any information sharing with the media, including crisis or emergency situations. Additional spokespeople may include:
- Building Site: Principal
- District Info: President of the Board of' Education

SOCIAL MEDIA

Definitions
Social media includes all forms of online publication where individuals engage in conversation or posting of written or· visual information (such as blogs, podcasts, virtual worlds, messaging sites and social networks). Some of the more familiar social media tools include such online services as Twitter, Facebook, YouTube, Instagram, Pinterest, Snapchat, and Linkedin. This list is by no means comprehensive or exhaustive; new social media platforms are continually introduced to the marketplace. The same set of professional expectations applies regardless of the choice of social media.

Professional Use: Refers to using social media to advance a program or function of the Alta-Aurelia School District as part of an employee's job responsibilities.

Personal Use: Refers to employees using social media to advance themselves personally.

Personal vs. **Professional Use**
The District does not take a position on an employee's decision to participate in the use of social media for personal use on personal time. If, however, employees choose to use social media for personal use on personal time, they should not communicate with students and/or their families regarding topics pertaining to· their official roles at Alta-Aurelia. District-provided communication tools such as an employee's school email account, voicemail account and/or district website should be the primary means by which employees should engage students and/or their families in communications pertaining to your employment responsibilities.

Employees' online behavior on social media must reflect the same standards of professionalism, respect and integrity as face-to-face communications. When using social media for personal use, if you identify yourself as an employee of the Alta-Aurelia School District, you are by extension associating yourself with the District, your colleagues and our school community; therefore, you must ensure that any content is consistent with the mission of the district. The District recognizes that student groups or members of the public may create

social media representing students or groups associated with the District. When adults authorized to interact with students (coaches, advisors, volunteers, etc.) choose to join or engage with these social networking groups, they do so as if they were paid employees of the District. All employees are responsible for maintaining appropriate employee-student relationships and are responsible for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.

1. You are Always a District Employee
    a. The lines between public and private, personal and professional can he very blurry in the digital world. Please keep in mind that you will be publicly identified as working for and sometimes representing the district in what you say and do online.

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    b. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. If you are speaking on behalf of the district, make sure you have secured prior authorization to do so from the Superintendent or his/her representative.

    c. Do not share confidential information about school business, students or your colleagues.

2. . Be Professional
    a. Respect the District's core values. Assume that anything you post is public and will be viewed by everyone in your personal and professional domains.

    b. Do not use any school logo or image without prior permission.

3. Respect Others and Ensure the Safety of Students
    a. Respect the privacy and the feelings of others and do not, under any circumstances, post offensive comments about students, colleagues, or the district in general. Negative comments about others may be interpreted as cyber-bullying and could lead to disciplinary action.

    b. Employees who join or engage in social networks that include students have the responsibility for monitoring content and addressing appropriate behavior or activity, including the protection and safety of minors.

    c. Do not post photos or movies of fellow employees without their permission. Do not post photos or movies that contain students to public social media sites without parent consent unless those images are taken in the public arena, such as sporting events, or· fine arts public performances.

4. Manage Employee/Student Relationships Carefully
    a. Social media can be an effective tool for communication between teachers and students. However, do not connect with students *via personal* social media networks. Employees are prohibited from establishing inappropriate personal relationships with students. Do not fraternize with students as if they are your peers or friends. Unprofessional relationships, specifically pertaining to social media include: connecting on personal accounts; writing personal posts or comments; sending inappropriate pictures or video content; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.

    b. Inappropriate or offensive content posted to social media sites by employees and viewed by students, parents or other employees may be investigated by building and district officials and, if warranted, may result in disciplinary action.

    c. Occasionally there may be the need for students and teachers to be in dialogue outside of regular school hours and activities. In these instances, approved district communication channels (such as Remind™) are to be used. A principal and parents/guardians should also be invited to be members of such groups.

d. On the rare occasion when texting is the most logical avenue for communication with an individual student or small group of students, the message should be brief, factual, and include the administrator overseeing the activity.

LEVEL 1 INVESTIGATORS AND ALTERNATES

Alta-Aurelia has an adopted policy and procedures calling for the prompt investigation of abuse of students by school employees. Maggie Lenhart in Aurelia, and Mrs. Belinda Shea in Alta as Level l investigators and alternates. Mrs. Lenhart may be contacted at 434-2284. Mrs. Shea may be reached at 200-1331.