

# Akron-Westfield



2017-2018

Teacher Handbook

**GRADES DK-12**

## TABLE OF CONTENTS

	Page
Code of Ethics for the Professional Staff.....	1
Principle I: Commitment to the Student.....	1
Principle II: Commitment to the Public.....	1
Principle III: Commitment to the Profession.....	1 - 2
Multi Cultural, Gender Fair Policy.....	2
Equal Employment Opportunity & Affirmative Action Policy.....	2
Duties & Responsibilities of the Teacher.....	2 - 3
Teacher Complaints and Concerns.....	3
Student Complaints and Grievances.....	3
Mandatory Child Abuse Reporting.....	3
Anti-Bullying & Anti-Harassment Policy.....	3 - 4
Discrimination Complaint Procedure.....	5
Learning Center .....	5
Public Relations.....	5
School Calendar.....	5
School Day.....	6
Friday and Holiday Dismissal.....	6
Early Dismissal.....	6
Leaving During School Hours.....	6
Teacher Absence.....	6
Classroom Discipline.....	6
Student Attendance.....	6 - 7
Tardiness.....	7
Detention.....	7
Lesson Plans and Course of Study.....	7
Grade Books.....	7
Progress Report.....	7
Homework Policy.....	7
Report Cards.....	7
Recording Grades.....	7
Grading System – 7-12.....	7 - 8
Testing.....	8
Student Cumulative Folders.....	8
News Releases and Publicity.....	8
Field Trips.....	8
Daily Announcements.....	8
Faculty Meetings.....	8
Building Leadership Team.....	8
Professional Meetings.....	8
Faculty Room.....	8
Dress and Grooming of Faculty.....	8
Smoking Areas.....	9
Textbook Issuance.....	9
Supplies.....	9
School Keys.....	9
Requisition Procedures.....	9
School Business Correspondence.....	9
Handling of Money.....	9
Dispensing Medication.....	9
Accidents.....	9
After School Supervision.....	9
Holidays – DK-6.....	9 - 10
Care of Rooms.....	10
Use of School Equipment.....	10

Phone Use.....	10
Sales to the Public.....	10
Tornado Drill Procedures.....	10
Fire Drill Procedures.....	10
Emergency Drill Procedures for Students with Disabilities.....	10
Guidelines for Bus Chaperones.....	11
School Credit Card.....	11
Safe Schools Policy .....	11 - 12
Homeless Children and Youth.....	12
Equity Coordinator.....	12
Substance-Free Workplace Code: 403.7R1.....	12 - 13
Notice to Employees Regarding Substance-Free Workplace Code 403.7E1.....	13
Substance-Free Workplace Employee Acknowledgment Form.....	13
Staff Technology Use/Social Networking Policy.....	13 - 15

## **CODE OF ETHICS FOR THE PROFESSIONAL STAFF**

Educators believe in the worth and dignity of each person. They recognize the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic citizenship. They regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. Educators accept their responsibility to practice their profession according to the highest ethical standards.

Educators recognize the magnitude of the responsibility they have accepted in choosing a career in education, and engage themselves, individually and collectively with other educators, to judge their colleagues, and to be judged by them, in accordance with the provision of this code.

### **PRINCIPLE I: COMMITMENT TO THE STUDENT**

Educators measure their success by the progress of each student toward realization of their potential as a worthy and effective citizen. Educators therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

#### **In fulfilling their obligation to the student, educators:**

1. Shall not deliberately suppress or distort subject matter for which they bear responsibility.
2. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
3. Shall conduct professional business in such a way that they do not expose the student to unnecessary embarrassment or disparagement.
4. Shall not on the ground of race, color, creed, sex, disability, or national origin exclude any students from participation in or deny them benefits under any program, nor grant any discriminatory consideration or advantage.
5. Shall not use professional relationships with students for private advantage.
6. Shall keep in confidence information that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
7. Shall not tutor for remuneration students assigned to their classes, unless no other qualified teacher is reasonably available.
8. Shall protect the rights of all students to have an opportunity to learn in the classroom.
9. Shall assure the public that all activities with the classroom are in good taste.

### **PRINCIPLE II: COMMITMENT TO THE PUBLIC**

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

#### **In fulfilling their obligation to the public, educators:**

1. Shall not misrepresent an institution or organization with which they are affiliated, and shall take adequate precautions to distinguish between their personal and institutional or organizational views.
2. Shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions.
3. Shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
4. Shall not use institutional privileges for private gain or to promote political candidates or for partisan political activities.
5. Shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or thing of value to obtain special advantage.

### **PRINCIPLE III: COMMITMENT TO THE PROFESSION**

Educators believe that the quality of the service of the educational profession directly influences the nation and its citizens. They therefore exert every effort to raise professional standards, to improve their service, and to promote a climate in which the exercise of professional judgment is encouraged.

#### **In fulfilling their obligation to the profession, educators:**

1. Shall not discriminate on the ground of race, color, creed, sex, disability, or national origin for membership in professional organizations, nor interfere with the free participation of colleagues in the affairs of their association.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Shall adhere to the terms of a contract or appointment.
4. Shall conduct professional business through channels, when available, that have been approved by the employing agency.
5. Shall not delegate assigned tasks to unqualified personnel.
6. Shall permit no commercial exploitation of their professional position.
7. Shall use time granted for the purpose for which it is intended.

**MULTI CULTURAL NONSEXIST POLICY (Ref. 603.4)**

It is the policy of the Akron-Westfield School District not to discriminate on the basis of any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in admission or access to, or treatment in, its programs and activities or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, Title IX, of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society. Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Principal Derek Briggs, Akron, Iowa, telephone number (712) 568-2020 or to the Director of the Region VII office of Civil Right, Department of Health, Education and Welfare, Kansas City, Missouri.

**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY (Ref. 401.2)**

The Akron-Westfield Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state, and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. In keeping with law, the board shall consider the veteran status of applicants. This policy shall be reviewed by the administration at least one time per year. Employees shall be given notice of this policy annually.

**DUTIES AND RESPONSIBILITIES OF THE TEACHER**

Each teacher shall be under the general direction of the Superintendent of schools and immediately responsible to the principal for carrying out of policies of the Board of Education as they relate to the function of the school, to the classroom, and to the immediate contact with pupils and parents. The teacher's specific responsibilities are:

1. To provide guidance to the pupil, which will promote student welfare and proper educational development.

2. To administer the classroom and its program.
3. To be responsible for student's accounting.
4. To work cooperatively with parents for the welfare of the student.
5. To cooperate with and participate in the planning and evaluation of the school program.
6. To take part in the in-service education program of the school.
7. To provide for the care and protection of school property.
8. To maintain cordial working conditions and relationships with colleagues.
9. To participate in the business and activities of the faculty.
10. To be professional.

### **TEACHER COMPLAINTS AND CONCERNS (Ref. 401.5)**

It is important to keep an open line of communication between all school personnel. If you have a concern or problem, please contact your building principal and work with him/her informally to reach a mutually agreeable solution. If the problem can not be resolved informally at this level the teacher and/or principal may want to consult informally with superintendent. If a complaint can not be informally resolved the process is outlined by board policy, (401.5).

- Note: The board complaint procedure is not to be confused with the grievance policy as negotiated and contained in the Master Contract.

### **STUDENT COMPLAINTS AND GRIEVANCES (Ref 502.6)**

#### **Student Procedure:**

1. Informal. A student should first take his complaint to the person(s) involved and try to solve the problem informally. If this doesn't work, then he may go on to the next step.
2. The student must give his principal a written and signed complaint or grievance. This should describe the problem and give all the facts. The student should tell what he thinks would be the best solution to the problem. This must be given to the principal not more than 10 days after the incident happened.
3. If the student doesn't agree with the principal's decision, he may send another grievance, just like in Step 2, to the superintendent. This has to be done within three (3) days after he gets the principal's decision.
4. If the student doesn't agree with the superintendent's decision he may send a grievance to the School Board within three (3) days after he gets the superintendent's decision. The School board doesn't have to consider the grievance, but if it decides it will, it has the right so set up the hearing and decision procedures.

\* A student may have his parent's help in all of the four steps.

### **MANDATORY CHILD ABUSE REPORTING (Ref. 402.2 & 402.2R1)**

Under Iowa Code all certified individuals, teachers, school nurses, school social workers, and school psychologists are presumed to be mandatory reporters unless they do not "in the course of employment, examine, attend, counsel, or treat children." Certified teachers who are aides, secretaries, etc. are also Mandatory Reporters.

### **ANTI-BULLYING AND ANTI-HARASSMENT POLICY (Ref. 106)**

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

#### **Definitions**

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

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

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

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

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

### **Investigation**

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

- Developing procedures for reporting acts of bullying and harassing behavior (Policy 106.R1);
- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

### **Decision**

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

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

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

## **DISCRIMINATION COMPLAINT PROCEDURE**

Discrimination Complaint Procedure - A complaint procedure has been developed to handle these complaints.

Employees, parents or guardians, students and volunteers can file a complaint. Briefly, the complaint procedure includes four steps:

1. Talk to the principal or an immediate supervisor about the complaint to try to solve the problem. If the cause of the complaint is based on the conduct of the principal or immediate supervisor, the complaint should contact that person's immediate supervisor.
2. If not satisfied with the result of Step 1, a complaint form must be filed within fifteen (15) working days with the principal or immediate supervisor. A written response must be made within ten (10) working days by the principal or immediate supervisor. Individuals may obtain a complaint form from the educational equity coordinator by calling 568-2020. The educational equity coordinator will be involved with the processing of the complaint.
3. If not satisfied, the complaint can be filed with appropriate director within five (5) working days after receiving the response from the principal or immediate supervisor. The director must respond within ten (10) working days.
4. If not satisfied, the complaint can be filed with the superintendent within five (5) working days after receiving the response from the director. A response must be made by the superintendent within ten (10) working days of receiving complaint.

If still not satisfied, an individual can seek legal advice or file a formal complaint with the Des Moines Human Rights Commission, Iowa City Rights Commission, the Equal Employment Opportunity Commission, or other agencies. Any formal complaint must be filed within 180 days of the incident giving rise to the complaint. If an individual seeks other avenues of redress, the District will not conduct the internal complaint investigation.

A complete copy of the complaint procedures, along with forms to be filed, can be obtained from the school board secretary, any administrator or the Equity Coordinator, Derek Briggs, or by calling (712) 568-2020.

## **LEARNING CENTER**

The Learning Center intervention will be a temporary placement for students who need academic, social, and/or emotional support. These services will be short term in nature and are set up to assist students in becoming more successful and to provide a holistic system of support that will foster resiliency in students.

The Learning Center will service students in grades kindergarten through twelve before and after school and during the day. Students' school schedules, age, development levels and their specific needs will determine scheduling and provision of services.

## **PUBLIC RELATIONS (Ref. 402.6)**

Public relations is an important responsibility of each teacher. The school belongs to the public and we want them properly informed. The major responsibility for public relations takes place daily with every student in your class. Parent-teacher conferences are also an effective means of direct communication. Utilize the telephone to keep parents informed and seek their help in working with a student. Set up a conference if you need one.

Grade reporting is a very important means of communication. Teachers frequently only write a comment when they have criticisms to make; utilize the opportunity for positive comments as well. Many parents formulate their opinions of teachers and the school on the basis of our reporting system. Make it an effective communication device. Items of interest to the general public should be submitted to the principal or superintendent for inclusion in the Newsletter. When we have some good things happening, let's publicize it.

## **SCHOOL CALENDAR (Ref. 601.1)**

The official school calendar will be found in the main office. All activities to be placed on the school calendar are to be first cleared by the principal. All activities should be placed on the school calendar at least two weeks prior to the day they will take place.



### **SCHOOL DAY (Ref. 405.5)**

- A. Teachers are to report to their assigned building by 8:05 A.M. and remain until at least 3:45 P.M. Occasionally teachers will be expected to extend the above mentioned times due to teacher meetings, parent conferences, planning sessions, etc.
- B. Encourage students having questions to visit you before or after school.
- C. Middle School/High school classes will begin at 8:15 A.M. Elementary classes will begin after opening.
- D. Elem. students will be dismissed at 3:15 p.m. Middle School/ High school students will be dismissed at 3:20 p.m.

### **FRIDAY AND HOLIDAY DISMISSAL**

On Fridays and other days preceding holidays or vacations, the employee's day will end at the close of the students' day, providing the buses have left the premises and there are no scheduled meetings.

### **EARLY DISMISSAL**

On days that we dismiss early because of storms etc. teachers are not to leave until notified by administration.

### **LEAVING THE BUILDING DURING SCHOOL HOURS**

Noon Break - We ask that if teachers leave the building during the noon break that they make an effort to return within 15 minutes. All teachers should be in their classroom or staff office 10 minutes prior to after-lunch sessions. Please inform the office when you are leaving for dinner.

For times other than the noon break for high school teachers, we ask that all teachers observe the administrative guideline of not leaving the building during the school work day unless permission is received from the principal or his designated representative.

### **TEACHER ABSENCE (Ref. 409.2)**

In case of absence call your principal by 6:30 a.m. If a leave is known before 9:00 p.m. the night before a sub is needed, please complete leave request on AESOP. If it is after 9:00 p.m., please call your principal and the principal will complete AESOP for you. Please have the following available for substitutes:

1. Daily schedule - (Please tape to the inside of your lesson plan book).
2. Class lists and seating charts
3. Lesson plan book
4. Textbooks and other teaching materials
5. A list of rules and regulations for your classroom

### **CLASSROOM DISCIPLINE**

A well-disciplined school is the result of the full cooperation among students, parents, teachers, principal and school administration. Teachers should be discreet in discipline, avoiding haste but firmly insisting upon good order and discipline in the buildings, and in the classrooms. Pupils should be led to do the right thing from principle rather than from fear. However, there are times when stern measures have to be applied. It is a good idea to report unusual discipline situations to the principal to make him aware of the situation.

In some cases, obedience is fast becoming a lost virtue. In general, students will do just about what they are permitted to do. It is our duty to teach all students the proper respect for law and authority, the right attitudes toward the school in general, and the proper respect for the rights and privileges of others. The vast majority of our students do show these positive characteristics; it is only fair that the others be encouraged to do so. Often teachers can instill proper attitudes and thinking by pointed remarks. If you remain silent, the students can rightfully assume you condone such activities. Correction is everyone's responsibility and it isn't limited just to the classroom.

**Elem. and Middle School teachers will use our Office Discipline Referrals (ODR) for any documentation of students not meeting our PBS behavioral expectations. Teachers will take care of all minor referrals and their consequences. Any child sent to the office must have an ODR filled out with a Major referral.**

### **STUDENT ATTENDANCE**

Attendance for students in grades 6-12 will be taken during each period and the names of the absent students will be reported by placing their names on the JMC Program. DK-5 roll will need to be given to the elem. office by 8:50 a.m.

Students who have been absent will be admitted back to school through the appropriate office. (Teachers are not to admit students that have been absent without a make-up slip) Each student should receive two days for each day absent to make up their work. Teachers should not sign the make-up slip until the student has completed the work. Students receiving an unexcused absence will receive credit for work missed during this absence only if they take the initiative to make up this work. Students arriving to school late or leaving school early must sign out at the appropriate office.

### **TARDINESS**

The student is tardy if not in their assigned area when the 8:15 a.m. bell rings and at the beginning of each class period. Teachers will document in JMC students less than five minutes late to class. Students over five minutes late are to be sent to the office for an admit slip. If a teacher holds a student until the student becomes tardy for the next class, that teacher is to give the student a pass excusing the tardiness.

### **DETENTION SUPERVISION**

- A. Detention will be with the teacher assigning the detention, unless the student refuses to serve the detention, at which point the issue is turned over to the principal.
- B. Students are to bring school work with them and work throughout the detention period.
- C. Report any problems or students refusing to serve detention to the principal.

### **LESSON PLANS AND COURSE OF STUDY**

Lesson plans should be prepared in advance of the start of the current week and entered in JMC if applicable. These plans will provide continuity as well as make it possible for a substitute teacher to do more than baby sit. Each teacher is expected to maintain an up-to-date record of each topic covered within a unit. The specific goals and objectives of the unit, the reference utilized, special student projects within that unit, and the evaluation tools utilized measuring whether or not the student has satisfactorily completed these goals.

### **GRADE BOOKS**

Class grade book and the JMC Program are to contain all grades and other evaluating information. Do not allow students to use your grade book or the JMC Program and keep them in a safe place. Grade book and JMC Program are to be turned in at the end of each year to the principal.

### **PROGRESS REPORTS (Ref. 505.2)**

Teachers of grades 6-12 will be sending home progress notes indicating positive and/or negative comments concerning student progress in school. In addition, we will have a mid-term progress report sent home after the 3<sup>rd</sup> and 6<sup>th</sup> weeks each quarter indicating students who are failing or doing unsatisfactory work. Progress reports are to be sent electronically to the main office using the JMC Program. Students earning a D+ or lower at mid-term will be put on a restricted list for 3 weeks.

### **HOMEWORK POLICY (Ref. 606.3)**

In the belief that independent practice is one method for students to gain educationally, we recommend that teachers assign purposeful homework with consideration of the student's age and activities outside of school taken into account.

### **REPORT CARDS**

Report cards will be issued at the end of each quarter for 3-8<sup>th</sup> grade students. DK-2 will be issued report cards at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Conferences will be held during the 1<sup>st</sup> and 3<sup>rd</sup> quarters.

### **RECORDING OF GRADES**

Teachers are to submit their grades to the main office electronically via the JMC Program at the close of each grading period. Grades are to be updated at least once per week in the JMC Program.

### **GRADING SYSTEM – 7-12**

#### **7-12 Grading**

Grading will be cumulative throughout each semester with a final grade for each course given at the conclusion of each semester. It is our policy to use the following alphabetic system for grading. The alphabetic system is as follows:

<u>Percent</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Percent</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Percent</u>	<u>Letter Grade</u>	<u>GPA Points</u>
No GPA Difference between A or A+			94 – 100	A/A+	4.00	90 – 93	A-	3.67
87 – 89	B+	3.33	83 – 86	B	3.00	80 – 82	B-	2.67
77 – 79	C+	2.33	73 – 76	C	2.00	70 – 72	C-	1.67
67 – 69	D+	1.33	63 – 66	D	1.00	60 – 62	D-	0.67
0 – 59	F	0.00						

### **TESTING**

Iowa Assessments will be given to grades 3-12 during the spring. Basic Reading Inventory (BRI) is given three times a year for 2-5 and twice a year for 1<sup>st</sup> grade. 4<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> grade students will be taking MAP assessment in the spring. 8<sup>th</sup> grade will be taking a technology assessment at the end of their tech. exploratory. DK-2<sup>nd</sup> will take the primary MAP test.

### **STUDENT CUMULATIVE FOLDERS (Ref. 506.1)**

All teachers are asked to study the permanent cumulative records of their students. By studying these records teachers can become aware of student academic strengths and weaknesses. These records are on file in the office. It must be recognized that the use of these records is reserved for faculty members, and the information therein should not be made public. Only the superintendent and the principals are authorized to transmit information from the records to potential employers or other interested officials. Cumulative folders are not to be taken from the school building.

### **NEWS RELEASES AND PUBLICITY (Ref. 902.3)**

When publicizing our school activities and events please be accurate with the information that is given out. Before giving out news releases or information to the public please allow the principal or superintendent to review the information for the purpose of making the administration more aware and better able to answer questions that may come up.

### **FIELD TRIPS (Ref. 606.7)**

Field trips are permitted when well planned and approved by the principal in advance. One week advance notice would be very helpful in arranging transportation and/or other details. Parental permission for participation in a field trip must be secured prior to the actual trip. Permission forms are available in the office.

### **DAILY ANNOUNCEMENTS**

Announcements will be read over the intercom for 6<sup>th</sup>-12<sup>th</sup> grade students during first period or Success Time. If you wish to have announcements included they must be in the office no later than 8:00 A.M.

### **FACULTY MEETINGS**

Faculty meetings will be called as needed. The usual time for 7-12 meetings will be at 7:35 a.m. and DK-6 meetings will be held at 3:30 p.m. You will have a week's notice unless an emergency meeting needs to be called.

### **BUILDING LEADERSHIP TEAM**

A professional study committee will be selected from the faculty by the principal and by the teachers. The purpose of the committee will be to present suggestions for improvement, complaints, to review test assessment data, etc. from the faculty to the administration. This committee will meet monthly.

### **PROFESSIONAL MEETINGS (Ref. 408.1)**

Faculty members are urged to attend workshops, conventions, or other professional meetings which will contribute to the welfare of the school and students. Reimbursement for expenses, according to the Master Contract, will be made when properly authorized.

### **FACULTY ROOM**

A faculty room is maintained for your use, it is asked that you keep it in an orderly fashion.

### **DRESS AND GROOMING – FACULTY POLICY**

It is important that the staff set a proper example of good grooming for the students. Extremes in dress and grooming should be avoided.

### **SMOKING AREAS (Ref. 906.2)**

It is illegal to smoke on school property. This regulation is in effect for any location on the school grounds, including personal vehicles while on school property. It is also illegal to smoke in a school vehicle, whether the vehicle is on or off school property.

### **TEXTBOOK ISSUANCE**

Textbooks will be issued to each member of the class as soon after the commencement of school as practical. When a student has been issued a book, the number of the book, its condition, and the student's name should be entered on the Textbook Checkout form or in the Teacher's Grade Book.

The record of book condition will facilitate fines for abuse and loss at the end of the year.

### **SUPPLIES**

Necessary teaching supplies such as pens, pencils, staples, tape, etc. are ordered at the end of the school year for the next school year.

### **SCHOOL KEYS**

Teachers will be issued keys to the building and their work areas. School keys are not to be loaned to anyone. When employment with the school district is discontinued keys are to be turned in to the principal or superintendent.

### **REQUISITION PROCEDURES**

1. Requisition forms are to be completed near the end of the school year for the next school year and are to be presented to your principal for approval. If approved by the principal and superintendent, you may complete the purchase order(s) needed.
2. The principal and superintendent will approve the P.O. and it will be returned to you to send.
3. When the order comes in you will need to check it and then approve the invoice for payment.

### **SCHOOL BUSINESS CORRESPONDENCE**

School stationery, envelopes, and postage will be provided for school business correspondence. Teachers may get this material in the main office.

### **HANDLING OF MONEY (Ref. 503.3)**

All student fees will be paid in the office. The student will then present a receipt to the teacher. Do not issue supplies until the fee has been paid.

### **DISPENSING MEDICATION (Ref. 507.2)**

Teachers should not dispense to students any medication, including non-prescription drugs such as aspirin, etc. Please have students go to the school nurse for medications.

### **ACCIDENTS**

Report all accidents to the school nurse and office as soon as possible. In the case of a serious accident, a written report should follow giving the date, type of activity, nature of the accident and any other pertinent information, that may be necessary for insurance or other purposes.

### **AFTER SCHOOL SUPERVISION**

If you supervise student activities after school and/or in the evening, be sure to check all exit doors before you leave. Do not assume that they are locked until you have checked them. Allow only students who are to participate in these activities to be in the school. Please be sure all students under your supervision have been picked up or have exited the building before you leave.

### **HOLIDAYS – DK - 6**

- A. Halloween costumes are limited to students in grades DK-2<sup>nd</sup>. Masks or simple, creative costumes only, will be optional for those students. No costumes will be allowed for students in grades 3-6 during school hours. Emphasis in art and music will be directed to fall activities which may or may not include Halloween.
- B. Christmas activities will encourage sharing and non-material gifts. Classes may plan activities of sharing, parties, or charitable community activities.

- C. Valentine's Day will be limited to a sharing of written cards with creating and sharing being the goal. Parties may be planned by class groups with the emphasis on cooperation and social planning.
- D. All participation in these activities will be optional. All activities will be planned for after last recess or the last hour of the school day.

#### **CARE OF ROOMS**

1. Rooms should be kept neat and orderly at all times. Insist that paper and other waste materials be deposited in the wastebasket. The appearance of a room reflects the tone of the entire school. It is very important that every teacher maintains good housekeeping practices.
2. A few minutes before dismissal should be taken so students can clean up any paper around their desks.
3. Do not hesitate to use all of the lights necessary, but be sure they are turned off when you leave the building.
4. Be certain doors are locked before leaving at night.

#### **USE OF SCHOOL EQUIPMENT**

Permission must be received from the principal or superintendent in order to use any school equipment or material outside of its intended school use, including personal use.

#### **PHONE USE**

Use the school phones for personal use as little as possible. All long distance calls made for school business will be listed to your phone code number. Teachers are not to authorize students to make long distance calls. Only the principal may give this authorization. **Cell phone use is limited to times when a teacher is not with students and with discretion.**

#### **SALES TO THE PUBLIC (Ref. 905.2)**

No teacher is permitted to solicit funds or sell merchandise representing the school without authorization of the principal or superintendent.

#### **TORNADO DRILLS (Ref. 507.5)**

The tornado warning will be a series of rising and falling pitches over the intercom. All teachers are to have read the Disaster Preparedness Plan and should be ready to follow the directions given in that booklet. Please post drill procedures in your classroom. At the conclusion of each drill it is requested that each teacher inform his/her building principal of any problems that he/she observed during the drill.

#### **FIRE DRILL PROCEDURES (Ref. 507.5)**

Well trained groups in times of disaster means the difference between survival and non survival. Fire drills will be held periodically so that each group may respond correctly when the alarm sounds.

1. Students are to leave the building in an orderly fashion no pushing or running is to be allowed. Discourage loud talk and noise.
2. Students are not to take anything with them or take time to put on outer wraps.
3. Students in each room are to exit the building in a single file line by the closest exit available.
4. When the fire drill signal sounds the teacher should be the last to leave so that he/she can check to see that all students have left. We ask that teachers turn off the lights and close the doors to rooms.
5. In the case of an actual emergency, teachers are asked to keep all students away from the building.
6. The signal for returning to the building will be given vocally. Students are to return to the building in an orderly fashion, in single file lines via the same door they left the building.
7. From time to time, we may block certain exits to stimulate actual fire conditions so that your class may be forced to use another exit.
8. Teachers are asked to go over the above regulations with your students.
9. At the conclusion of each drill it is requested that each teacher inform their building principal of any problems that they observed during the drill.

#### **EMERGENCY DRILL PROCEDURES FOR STUDENTS WITH DISABILITIES**

Note\* Students who need assistance due to a disability will be assisted by their classroom teacher. In classrooms where there is more than one staff member to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Please notify the principal if special arrangements need to be made.

### GUIDELINES FOR BUS CHAPERONES (Ref. 711.3)

1. All school district bus rules are in effect.
2. The bus will depart from the school at the time designated.
3. Only Akron-Westfield students are permitted to take the Away Game bus.
4. Activity buses will load only at the school site. Students will not be picked up at other points, unless the point is a designated pick-up or drop-off stop. Designated pick-up or drop-off sports authorized by the Board of Education are:
  - a. The Akron School building site
  - b. The Westfield School building site
  - c. The Knapp farm lane site on Highway 12
5. Students are to enter and leave only by the regular front loading door.
6. Students are to return on the same bus they rode on, unless a parent contacts the instructor in charge of the activity directly and asks permission for their child to ride home with them. The only exception would be in the case of an emergency where the chaperone should use their discretion.
7. Student conduct on the bus is the responsibility of the chaperones. Please see to it that students are seated properly and their behavior meets the following guidelines:
  - a. Arms and heads are not to be extended out the windows, no smoking, drinking.
  - b. Nothing is to be thrown from the windows of the bus.
  - c. No profanity or horseplay is to be allowed.
  - d. Students are not to be moving around while the bus is in motion.
  - e. Students should be required to clean up an unusual mess on the bus.
8. Report any problems with students as soon as possible to one of the administrators.
9. Please check student's names off before beginning the return trip.
10. Chaperone pay is according to the supplemental salary schedule.

#### Emergency Situations

- A. If the bus stalls - reflectors should be in place as soon as possible - 100 feet in front and 100 feet to the rear and one to the side of the bus.
- B. If stalled in blinding blizzard it is at times best not to evacuate the bus, if shelter is near, and you feel it possible to reach it, have helpers watch for stragglers. Only you can decide the best action to take under the circumstance.
- C. Tornadoes - You can usually escape an oncoming twister by driving at right angles, but if you are caught in the path of a twister, get the pupils out quickly and into a roadside ditch or a depression in the ground. Also, if possible, take cover in a basement or under sturdy structures such as a bridge or culvert.
- D. While on an activity trip, if the weather gets to a point that the driver feels it is unsafe to drive, he/she shall have sole responsibility to decide if the trip is to continue. It is suggested that this decision be discussed with the trip sponsor prior to discontinuance of the trip. If the trip is discontinued, call the emergency phone number listed in the bus (if possible).
- E. Fire or danger of fire. Stop the bus, evacuate, move passengers to a safe area at least 100 feet away.

<b>Telephone numbers:</b>	<u>School</u>	<u>Home</u>
Mr. Randy Collins	568-2616	
Mr. Briggs	568-2020	568-3021
Mrs. Bobier	568-2616	568-3552
Mr. Rick Dirks	568-3688	
School	568-2020	568-2404

#### SCHOOL CREDIT CARD

The School Credit Card must only be used for school related activities by school employees. Credit cards are available for check-out from the business office.

#### SAFE SCHOOLS POLICY

##### Unsafe and Hazardous Conditions

When in the judgment of the employee and unsafe or hazardous condition exists and presents a clear and present danger to the students in his/her charge or to himself/herself, said condition will be reported promptly to the Principal. This report shall be in writing and on a form provided by the School District and available in each building office. Upon delivery of

said written notice, the employee shall be relieved of any and all liability or evaluative accountability for any subsequent injury or accident arising from the existence of the unsafe or hazardous condition.

### **Use of Reasonable Force**

An employee may, within the scope of his/her employment, use and apply such amount of force as is lawful and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, for the purpose of self-defense, or for the protection of persons or property.

### **Assault upon an Employee**

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal.

The Board shall give its cooperation in any proceedings initiated by an employee arising from an assault upon the employee while acting in the scope of the employee's duties. The Board shall not be obligated to pay for any of the employee's legal expenses relating to such a proceeding.

## **HOMELESS CHILDREN AND YOUTH**

Definition:

Individuals age 3 years through 21 years who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
  - Awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

For a list of available resources, please contact our offices if you or anyone you know meets any of the above-listed criteria.

## **EQUITY COORDINATOR**

The Equity Coordinator for the Akron-Westfield School District is Derek Briggs, the 7-12 principal. If you have any issues or concerns in regard to equity involving any individual or program, please contact the school at (712) 568-2020 and report your concerns to the equity coordinator.

## **SUBSTANCE-FREE WORKPLACE CODE: (Ref. 403.7R1)**

No employee engaged in work for the school district shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law.

Workplace is defined as the site for the performance of work done in the capacity as a school district employee. That includes a school building or school premise; a school-owned vehicle or a school-approved vehicle used to transport students to and from school or school activities; and off school property during a school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Employees shall abide by the terms of this policy respecting a drug-free workplace. An employee who violated the terms of this policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or employment may be suspended or terminated, at the discretion of the board.

Sanctions against employees, including non renewal, suspension and termination shall be in accordance with prescribed school district administrative regulations and procedures.

The superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the superintendent shall oversee the establishment of a drug-free awareness program to educate employees about the dangers of drug abuse and make them aware of available drug counseling programs.

This program may be used as one method to inform employees of the drug-free workplace policy and the penalties which may be imposed for its violation.

**NOTICE TO EMPLOYEES REGARDING SUBSTANCE-FREE WORKPLACE CODE: (Ref. 403.7E1)**

You are hereby notified that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a school district employee. That includes a school building or other school premise; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

You are further notified that it is a condition of your continued employment that you comply with the above policy or the school district will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of the school district's drug-free work-place policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such program the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the discretion of the board.

**SUBSTANCE-FREE WORKPLACE EMPLOYEE ACKNOWLEDGMENT FORM (403.7E1)**

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 or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, 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 days of the conviction.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Referral agency in the area to which our staff can refer themselves is the Employee Assistance Program, (800)369-8800 or (712)274-4300, Mercy Behavioral Care, 4301 Sergeant Road, Sioux City, Iowa, 51106.

**STAFF TECHNOLOGY USE/SOCIAL NETWORKING (Ref. 401.13)**

Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary



information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job.

Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees should not connect with students via external web sites or other electronic devices without consent of the superintendent.

Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

## STAFF TECHNOLOGY USE REGULATION

### General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords should be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district network system, unless in the case of an emergency, and should be saved. The school district will archive the e-mail records according to procedures developed by the technology coordinator.
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use, including access to social networking sites.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

### Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.

- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. *See Policy 605.7, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- The district's network shall be used for business purposes.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the technology coordinator.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.



