

# *Cherokee Community School District*

## **EMPLOYEE HANDBOOK**

### **Certified Staff**

With community involvement, we will empower learners to become contributing members of our changing world.



## **BOARD GOALS**

- 1. To support and expand career opportunities with local entities, in addition to college readiness, by prioritizing/allocating resources, both staff and facilities.**
- 2. To develop problem solving skills, interpersonal skills, and team building skills for all students, while increasing implementation/alignment of Iowa Common Core, by prioritizing/allocating resources.**
- 3. Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.**

### **Preamble:**

This Employee Handbook is prepared for informational purposes. It does not constitute a contract of employment between the Cherokee Community School District and its employees, and it should not be construed as such. It is intended to provide employees with information regarding policies, procedures, expectations and standards of the District; however, this Handbook should not be considered all-inclusive. The policies contained in the Employee Handbook may be changed or amended at any time with or without notice for many employees. Copies of Board Policies and Administrative Regulations are available on the school website: [www.ccsd.k12.ia.us](http://www.ccsd.k12.ia.us) and in each administrative office to all personnel. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Iowa, Iowa State Administrative Code and the policies of the Cherokee Community School District.

### **Equal Opportunity at Cherokee Community Schools**

It is the policy of the Cherokee Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact:

**Equity Coordinator, Tom Ryherd**

600 West Bluff Street, Cherokee, IA 51012

712-225-6767

[tryherd@ccsd.k12.ia.us](mailto:tryherd@ccsd.k12.ia.us)

# ***“Empowering Learners”***

## **District Belief Statements**

1. Learning and teaching are affected by our expectations. Students must be challenged and teachers must have high expectations.
2. Teaching and learning are more effective when connected to the real world.
3. Learning occurs best in a safe and orderly environment.
4. Everyone in the system is capable of quality learning.
5. Teaching and learning should not be fragmented; learning is much more than isolated facts.
6. Students have different readiness levels and learning styles - teaching styles need to respond to these.
7. Teaching and learning must be a collaborative effort between students, teachers, parents, and the community.
8. Teaching and learning are reflective processes that also involve risk-taking.
9. Teaching and learning need to be continuous, lifelong processes.
10. Dramatic changes in society demand dramatic changes in education. Educational change is inevitable.
11. Teachers, students, and administrators need more responsibility with increased accountability.
12. Effective teachers like kids, are good role models, and are facilitators of learning.

## Board of Education

Jodi Thomas	President	jthomas@ccsd.k12.ia.us
Ray E Mullins II	Vice President	rmullins@ccsd.k12.ia.us
Brian Freed	Member	bfreed@ccsd.k12.ia.us
Jared Barkley	Member	jbarkley@ccsd.k12.ia.us
Jocelyn Riggert	Member	jriggert@ccsd.k12.ia.us

## Administration and Directors

Tom Ryherd	Superintendent	712-225-6767
Matt Malausky	CWHS Principal	712-225-6755
Krista Miller	CMS Principal	712-225-6750
Brian Christiansen	CES Principal	712-225-6760
Jason Spooner	Activities Director	712-225-6755
Mike Fiedler	Maintenance Director	712-225-6755
Jamie Hodgdon	Grounds Director	712-225-6755
Rachel Mallory	Transportation Director	712-225-6766
Cara Jacobson	Food Services Director	712-225-6765
Joyce Lundsgaard	Business Manager/SB0	712-225-6767
Dan Bringle	Technology Assistant	712-225-6755
Rachel Doeden	Nursing Director	712-225-6750

## **Appropriate Use Clauses**

- Copy machine use
  - The copy machine is available for staff use at any time for educational purposes. Personal copies are prohibited.
- Internet use
  - Internet use and emails are subject to a public records request.
  - It is the policy of the CCSD to expect that staff will use the internet system and email in a responsible manner. Violations will result in appropriate disciplinary actions.
  - Staff should have a signed Acceptable Use Policy in their permanent file.
  - BOEE policy requires mandatory reporting of offenses related to the use of public property for personal gains.
- Facility & equipment use
  - Staff members are responsible for all school property and equipment issued to them. Any damage or malfunction of equipment should be reported to the school office. Staff shall use public property with care and consideration. No books or equipment are to be disposed of without the permission of the building principal. Proper disposal of school property ensures an accurate inventory. The district is not responsible for personal belongings within classrooms or on school property.
  - Staff members are responsible, with the cooperation of pupils, in helping to keep the rooms neat, clean, and secure. Please make sure lights are turned off, doors are locked, and plan your building needs well in advance so the custodians will have ample time to supply them. Teachers' requests for extra custodian services should be made through the principal to the director of buildings and grounds. Damage, in excess of normal wear, should be reported to the principal.
  - Staff who use the facility for student practices, etc. outside of school hours are responsible for supervision of all students present as well as to clean up and secure the building before leaving.
  - Facility requests should be scheduled with the activity director. The facility request form is located in the building office.
- School keys
  - Under no circumstances should you allow students to use your keys.
- School vehicles
  - Staff should fill out the Transportation Request form found under staff links on the school website. It is the staff member's responsibility to make arrangements with the transportation director for access to the keys and vehicles.

- School vehicles are to be used for various out-of-district meetings, extra-curricular activities, and professional development. School vehicles are not to be used for personal errands or to transport persons other than school employees and/or students.
- Staff are responsible to inspect the vehicle after use to ensure that all personal belongings are removed, trash is removed, and all messes are cleaned up.

### **Assigned Duties**

You will be assigned various before, during and after school duties throughout the school year. You may be assigned any of the following: hall, breakfast, lunchroom, bus duty, class sponsor, playground, homeroom, or other duties designated by the principal.

### **Assignment and Alteration of Employment**

Employees will be assigned as determined appropriate by the administration. Evaluations and transfers will be determined by the building administrators, and persons in charge of departments, with the advice of the superintendent. Any determination of adverse employment action shall be in consultation with the superintendent with appropriate notice to the employee. Licensed employees will be notified pursuant to Chapter 279 of the Iowa Code.

### **Attendance**

Follow your building policy for reporting student attendance.

- CWHS: Attendance will be checked at the beginning of each period. Please complete this task in the first five minutes using JMC Attendance.
- CMS: Attendance should be reported at the beginning of first period and should include lunch count information.
- CES: Attendance should be reported at the beginning of the day and should include lunch count information.
- ECLC: Attendance should be reported at the beginning of the class session.

### **Channels of Communication**

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns. If resolution is not possible by any of the above, individuals

may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 8 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern. It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

### **Child Abuse of Students by School Employees**

Chapter 102 of the Iowa Administrative Code requires all schools to develop policies and procedures for investigating child abuse complaints against school employees. Iowa law bans corporal punishment; therefore, physical punishment of students by school employees is not allowed (reference Board Policy 402.3).

### **Climate**

Building climate is an important aspect of providing a positive workplace and educational experience for our students. All employees are expected to assist in the development of a positive climate. This includes maintaining open and respectful communication with other employees, and avoiding negative and hurtful gossip.

### **Communication Policy**

The Cherokee Community School District believes that cooperative, reciprocal communication plays a vital role in the delivery of education, and is a key factor in establishing supportive relationships among all its stakeholders. For this reason, the District is committed to regular and transparent communications with all stakeholders through a variety of means, including: print, electronic, voice and visual. All employees of Cherokee Community School District 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 Cherokee Community 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) Maintain confidentiality and respect rights to privacy, 4) Communicate with leaders (principals and/or superintendent) when appropriate, 5) Prioritize classroom and educational activities during the day, but endeavor to reply to parent inquiries in a timely manner, and 6) include the following disclaimer on personal social media sites if identified as associated with the district *"The opinions expressed here are my own, and do not*

*necessarily reflect the opinions of the Cherokee Community School District”.*

Employees’ online behavior on social media must reflect the same standards of professionalism, respect, and integrity as face-to-face communications. (Board Policy 713 & 713.r.1)

### **Computer/Internet Acceptable Use**

Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees and students in obtaining work-related data and educational material. The following guidelines have been established to help ensure responsible and productive Internet usage.

Internet usage should be limited to school-related activities. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee, student, or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific derogatory comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.



To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization. Abuse of the Internet access provided by the District in violation of law or District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

### **Confidentiality**

All employees are to be professional at all times and maintain all information in a confidential manner. Employees should not discuss student/parent concerns or needs in any of the lounges or outside the education setting. Confidentiality regarding students must be maintained and respected. Confidential information regarding students, families, and other employees may not be shared with anyone else except for legitimate educational reasons.

### **Drug-Free Workplace**

It is the policy of the Cherokee Community School to maintain a drug-free workplace. Employees will be required to abide by the terms in this policy statement.

No employee of the District shall unlawfully manufacture, distribute, dispense, possess, or use in the workplace alcohol and/or narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, and any other controlled substance as defined by federal or state law. Any employee who violates the prohibition will be subject to disciplinary action up to and including termination of employment. Disciplinary action will be taken in accordance with applicable District Board policy and contractual requirements.

“Workplace” is defined as the site for the performance of work done in the capacity as district employee. That includes a District or a local school building or District or local school premise; a District-owned vehicle or a District-approved vehicle used to transport District personnel to and from District work-related activities; and off-District property during a District-sponsored or District-approved activity, event or function.

Employees shall notify their supervisor of their arrest or conviction under any criminal drug statute for a violation as defined above, no later than five days after such arrest or conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the District will take appropriate disciplinary action against the employee, up to and including termination of employment. Should the employee not be terminated, the District will require the employee to participate successfully in an approved drug abuse assistance or rehabilitation program. If the

employee fails to comply, the District will take appropriate disciplinary action against the employee up to and including termination of employment.

The Superintendent shall be responsible for publication and dissemination of this policy to each employee. Through the District's health and counseling departments, employees shall have access to programs that will educate employees about the dangers of drug abuse and make available to them resources for drug counseling programs.

### **Emergency Procedures**

Staff should be well versed in emergency procedures outlined in the Emergency Response/Crisis Manual. Staff are responsible for maintaining the classroom emergency "go" bucket.

### **Equal Opportunity at Cherokee Community Schools**

It is the policy of the Cherokee Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact:

#### **Equity Coordinator, Tom Ryherd**

600 West Bluff Street, Cherokee, IA 51012

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tryherd@ccsd.k12.ia.us

### **Errands**

Errands both by teachers and pupils should be taken care of after school hours except under extenuating circumstances. Teachers leaving the building during working hours need to notify the building principal before leaving and sign out in the school office. Teachers are not authorized to excuse pupils or to send them on errands without permission from the principal.

### **Faculty Meetings**

Meetings will be held when necessary, mostly before school. Faculty members are expected to be present and on time unless excused by the principal.

**Family and Medical Leave Regulation**  
**Board Policy 409.3**

A. School district notice.

1. The school district will post the notice in Exhibit 409.3E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be posted in staff work areas and the Cherokee School District website.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
  - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement or 26 week entitlement depending on the purpose of the leave;
  - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so or proof of call to active duty in the case of military family and medical leave;
  - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
  - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible employees.

Employees are eligible for family and medical leave if three criteria are met.

1. The school district has more than 50 employees on the payroll at the time leave is requested;
  2. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and,
  3. The employee has worked at least 1,250 hours within the previous year.
- Full-time professional employees who are exempt from the wage and hour law

may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

C. Employee requesting leave -- two types of leave.

1. Foreseeable family and medical leave.

- a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
- b. Employees must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.
- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.

2. Unforeseeable family and medical leave.

- a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
- b. Employees must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
- c. A spouse or family member may give the notice if the employee is unable to personally give notice.

D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.

1. Six purposes.

- a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
- b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
- c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
- d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.

- e. Because of a qualifying exigency arising out of the fact that an employee's spouse; son or daughter; parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
  - f. Because the employee is the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness
2. Medical certification.
- a. When required:
    - (1) Employees may be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
    - (2) Employees may be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
    - (3) Employees may be required to present certification of the call to active duty when taking military family and medical leave.
  - b. Employee's medical certification responsibilities:
    - (1) The employee must obtain the certification from the health care provider who is treating the individual with a serious health condition.
    - (2) The school district may require the employee to obtain a second certification by a healthcare provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
    - (3) If the second health care provider disagrees with the first healthcare provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
  - c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.

- d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

E. Entitlement.

1. Employees are entitled to twelve weeks unpaid family and medical leave per year. Employees taking military caregiver family and medical leave to care for a family service member are entitled to 26 weeks of unpaid family and medical leave but only in a single 12 month period.
2. Year is defined as a fiscal year
3. If insufficient leave is available, the school district may:
  - a. Deny the leave if entitlement is exhausted
  - b. Award leave available

F. Type of Leave Requested.

1. Continuous - employees will not report to work for a set number of days or weeks.
2. Intermittent - employee requests family and medical leave for separate periods of time.
  - a. Intermittent leave is available for:
    - ☐ birth of my child or adoption or foster care placement subject to agreement by the district;
    - ☐ serious health condition of myself, parent, or child when medically necessary;
    - ☐ because of a qualifying exigency arising out of the fact that my spouse; son or daughter; parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
    - ☐ because I am the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.
  - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits.

3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.

a. Reduced work schedule family and medical leave is available for:

- ☐ birth of my child or adoption or foster care placement subject to agreement by the district;
- ☐ serious health condition of myself, parent, or child when medically necessary;
- ☐ because of a qualifying exigency arising out of the fact that my spouse; son or daughter; parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
- ☐ because I am the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.

b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.

c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits.

G. Special Rules for Instructional Employees.

1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.

2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:

- a. Take leave for the entire period or periods of the planned medical treatment; or,
- b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.

3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter or spring break.

- a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school

district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.

b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.

c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.

4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

#### H. Employee responsibilities while on family and medical leave.

1. Employees must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless the employee elects not to continue the benefits.

2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.

3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.

4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.

5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.



6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.
- I. Use of paid leave for family and medical leave.
  1. Family and medical leave is unpaid.

### **Field Trips**

All field trips are to be approved by the building principal. Required transportation must be scheduled one week in advance. Staff members who request field trips need to provide an itinerary to the building principal, building staff, and parents one week in advance of the trip. NOTE: Be sure the field trip is approved by the building principal before notifying students and parents. Field trips need to be related to classroom curriculum and standards. Special considerations and notifications need to be made if the students will be absent from school during lunch. Staff members are required to ensure that students have permission for participating in field trips as some parents may not have signed permission at registration.

### **Fire, Tornado, & Lockdown/Intruder Drills**

State law requires public school officials to conduct not less than four fire drills and not less than four tornado drills in all school buildings during each school year when school is in session. Lockdown/Intruder drills will also be conducted two times a year in each building. Officials and teachers of all schools will be required to keep all doors and exits of their respective rooms and buildings locked when occupied during school hours. Adjustments may be made when such areas are being used by the public at other times.

### **Fundraising Activities**

The activities director must approve fundraising activities that benefit school programs, are conducted using the name of any school organization, or are conducted at school. Persons sponsoring fundraising activities need to provide information regarding: reason for raising the funds and how they will be used; timing of fundraising activity, who will be involved, and details of the items to be sold, and procedure of the activity. An application form for fundraising approval can be obtained on the school website.

### **Grievance Procedure**

Any employee who feels she or he has been unfairly treated under this handbook can first raise the issue with the building administrator, then the superintendent if still not

satisfied. If there is still dissatisfaction by the employee, a written complaint may be submitted to the board president who will then decide if the matter will go to the full board.

### **Hall Supervision**

Control of movement throughout the building during the day is the common responsibility of each member of the faculty. When students are present in the hallways teachers will be responsible for supervising the hallway area adjacent to their classroom.

### **Hours, Inservice, Holidays, Vacation, Weather-related and Other Calendar Changes**

Employees shall be contracted for a school year on the basis of 190 days, 172 of which shall be teaching days and the balance shall be teaching, in-service, parent-teacher conference, preparation days and holidays as designated in the school calendar. There will be 187 report to work days in the contract including parent teacher conferences.

Any additional report to work days such as mandated by HF 816 shall be paid on a per diem basis. Should the legislature fail to fully fund said days, the Teacher Quality Team has agreed that teacher reimbursement will be \$150 per day without student contact and will be adjusted annually with substitute pay.

The normal workday shall be an 8-hour day, except on Fridays and days prior to holidays and vacation periods when the workday shall end five (5) minutes after dismissal time as designated by the superintendent or his/her designee. [Those eight (8) hours may be positioned between 7:30 a.m. and 4:00 p.m.] If Friday or the day prior to a holiday or vacation day is used for professional development, the work day for professional staff may be extended to 3:30 p.m. Travel time between buildings is not lunchtime. The administration will maintain a reasonable lunch period.

In addition it shall be understood and agreed that the employees shall attend meetings called by the administrators for the conduct of building affairs and for curriculum work and for any other pertinent meetings as may be essential and necessary for carrying out the purpose of the district. The number of such meetings shall be of reasonable quantity in order to accomplish the purpose of the meetings. The meetings may be called before or after school, at the discretion of the administration, but shall not be prior to 7:30 a.m. nor extend after 4:30 p.m.

In the event of a weather-related and/or calendar change, announcements will be made through JMC, KTIV and Facebook.

Timeliness and regular attendance is expected of all employees. A failure to adhere to these expectations may lead to adverse employment action.

### **Injuries**

If you are injured on the job, notify the school nurse within 24 hours, so she can complete necessary Worker Compensation forms. Even if you don't see a doctor, report the injury in case it leads to complications later.

Each teacher shall immediately report, in writing, to the school nurse and the building principal all student accidents and injuries. The School Nurse will not be responsible, nor shall she assume the responsibility for any non-reported accident. First aid materials are available through the principal, nurse and coaches.

### **Instructional Expectations**

- ☐ Students should always be directly supervised by a teacher or staff member
- ☐ Activities should not disturb other classrooms
- ☐ Instruction should be well-planned so that students are actively engaged in learning for the whole class time
- ☐ Instructional time should not be used as a study hall or for busy work
- ☐ Movies, games and materials should be directly related to the district curriculum

### **Instructors Absent From School**

Instructors should notify the principal (in advance if possible) if they are to be absent from school. The principal should be notified by 6:30 a.m. It will be assumed that teachers will be present for duty each day unless the principal is notified. It is the teacher's responsibility to have their substitute folder kept current as well as to provide detailed lesson plans for the substitute teacher to use for the day. Teachers must fill out proper online forms. Such forms may be procured @ [www.ccsd.k12.ia.us/vnews/display.v/ART/65c55d4f63975](http://www.ccsd.k12.ia.us/vnews/display.v/ART/65c55d4f63975)

**SUBSTITUTE TEACHER FOLDER:** Each teacher should maintain a special folder for use by their substitute when they are absent. Items to include: class lists, seating charts, information regarding special student needs, emergency procedures (fire/tornado), telephone extension list, lesson plans, and classroom procedures/rules.

## **Insurance**

The District shall pay the full cost of the employee's premium for the District's base medical insurance plan, which is a \$750 deductible/\$15/\$30 prescription co-pay. Health insurance will be provided to all full-time employees as defined by the Affordable Care Act, (ACA). Health insurance coverage is UCR (Usual, Customary and Reasonable). The premium for \$15,000 term life insurance and for long term disability insurance (60% of the total gross salary **including TSS salaries**) for employees shall be paid in full by the Board. The district will pay the life insurance premium of spouses (\$3,000) and children (\$1,500).

Retiring persons may stay in the group medical insurance plan at their own expense, if they are age 55 or older and have 10 continuous years of full time service just prior to retiring.

When coverage for life insurance ends under the plan, employees and dependents can convert coverages to individual life policies, without evidence of insurability. The maximum amounts that can be converted are the amounts insured under the plan when district coverage ends. Employees may convert a lower amount of life insurance. Employees and dependents must apply for individual life insurance under this life conversion privilege and pay the first premium within 31 days after the date employment terminates or eligibility to participate in the coverage of the plan (employee or dependents) ends.

## **Keys**

Necessary keys will be distributed to each teacher by their building principal. Keys are NOT to be loaned or made available to students. You may be held responsible for any costs incurred by the School District for your neglect of this responsibility.

## **Leaves**

### **Sick Leave**

Sick leave will be granted to employees for personal illness or injury, including foreseeable illness, surgeries or other hospitalizations, according to the following schedule:

1st year of employment	10 days
2nd year of employment	11 days
3rd year of employment	12 days

4th year of employment	13 days
5th year of employment	14 days
6th and subsequent years	15 days

Qualifying sick time for out of town doctor visits are: travel to the doctor site, the amount of time during the consultation/examination and return travel time. Any reasonable amount of time for returning to work is expected from the employee.

These days are in addition to any unused accumulation of sick leave days carried forward from prior years. If there should be unused sick leave days in any one year, they shall be accumulated from year to year to a maximum of one hundred thirty (130) days. In addition to the 130 carried forward, 15 days are earned for the current school year, resulting in a maximum of one hundred and forty five (145) days in any one year.

Individual accumulations of sick leave shall be reported by September 25.

Following each absence from work the employee shall complete a report on a form to be provided, stating the reason or reasons for the sick leave request. Employer reserves the right to request the employee to submit medical evidence that the sick leave was necessary, which evidence may be requested from a doctor mutually selected by the employer and the employee, the cost of which examination will be borne by the employer.

In the event an employee determines that the employee will need to be absent for medical reasons, the employee shall notify the superintendent of the expected leave dates and keep the administration advised of the employee's condition and advise the administration of the earliest date that the employee's doctor feels in his/her reasonable medical opinion the employee could safely return to work. The leave under this article shall terminate upon that date. If the administration desires, they may request another physical, which would be conducted by a doctor mutually agreed upon by the employer and employee, and the cost of such physical will be paid by the employer.

### Funeral Leave

Employees shall be granted a leave of absence, without loss of salary, not to exceed seven days per incident, for death in the immediate family. Any of the following are considered as members of the immediate family: spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, and grandparent. The superintendent may grant at his

discretion up to two days in the event of the death of a friend or relative outside the employee's immediate family as defined above. Absence due to funerals for other than the aforementioned relatives must be approved by the Superintendent of Schools prior to taking such leave. Funeral leave is non-accumulative per year or per incident.

### Professional Leave

Absence, with or without pay, may be authorized by the superintendent to permit certified employees to attend local, district, state or national meetings or conferences of a professional nature. Authorization for such absences can only be obtained by written request to the superintendent prior to attendance at such meetings. Approval for attendance at meetings or conferences shall be based on their ability to provide meaningful contributions to the improvement of the educational program, which decision shall be made at the discretion of the superintendent. If this leave is to be without pay, notice of that fact shall be given to the employee before the leave is taken.

### Personal Leave

Each employee may have three (3) days of personal leave during each school year with pay which shall be subject to the following:

1. The employee must apply on Web Link five (5) business days in advance of the day(s) requested for personal leave, except in the case of an emergency:

- a. Days of personal leave may now be taken in any hourly increment and all leaves of absence should be recorded on Web Link.

- b. Not more than three (3) employees from any one division of the school district (Elementary School, Middle School, High School) may take personal leave at any one particular time. The maximum number of employees that may use personal leave on any given day is nine (9). In the month of May not more than two (2) employees from any one division of the school district may use personal leave at any one time. The maximum number of employees that may use personal leave on any given day in May is six (6).

- c. The determining factor in granting personal leave will be the order of receiving the leave request by the employee's building principal.

2. Employees may not use personal leave on any school district-wide parent-teacher conference days.

The following days are restricted days for personal leave. Personal leave on these restricted days may be used to accompany an employee's child moving to or from college, to attend an employee's child's graduation, to attend an employee's child's wedding, or to attend an employee's child's performance in a state sanctioned co-curricular activity:

- a. The first six (6) contract days;
- b. The last six (6) contract days;
- c. Any full-day, school district-wide in-service or workday.

3. Employee requests to leave their station of employment to tend to personal business during non-pupil contact time of the contract day shall be made with their building principal or his/her designee. (Employees may leave their station of employment during their non-pupil contact lunchtime by notifying their building's office.)

4. The district will pay to each full-time employee the district substitute rate per day for any unused personal leave days, or portions thereof, during the contract year. This amount will be payable with the June paycheck. Part-time employees shall receive an amount proportionate to their full-time equivalency. The costs of this payment shall be factored into the contract package cost, using the previous year's experience. In the event that one or two days are not used in any year, those days may be carried into the following year(s) to be accumulated to a maximum of five (5) days.

#### Family Illness Leave

Each employee shall be provided six days without loss of pay for immediate family illness and/or medical circumstance. Immediate family shall be defined as: spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent (and grandchildren in the case of hospitalization). Each employee may be granted up to three days additional leave for family illness with the employee reimbursing the district for the cost of the substitute. The superintendent may grant, at the superintendent's discretion, emergency leave for family members outside of the immediate family, with the cost of the substitute deducted.

#### Jury and Legal Leave

Any employee called for jury duty during school hours or who is required by subpoena to appear in any judicial or administrative proceeding other than a proceeding under the Public Employees Relations Act or arbitration under this contract shall be granted leave. In order that no employee shall suffer financial loss because of such leave, the difference between the normal salary and the compensation received for attendance during said leave shall be paid by the district.

### Weather Emergency

In the event that an employee is absent from school because of a weather related emergency only the cost of the substitute will be deducted.

### Personal Leave Bank

Each employee may contribute a day of personal leave to a district bank. Individuals who exhaust family illness leave, personal leave or sick leave may apply for banked personal leave. Individuals who apply for banked days must identify a bona fide hardship. A maximum of 10 days may be requested in the event of an adoption of a child. Final determination of eligibility for banked days shall rest with a two-thirds majority of the Teacher Quality Committee. At the end of the school year, days contributed but not used will be returned to participating staff members for proper reimbursement. Eligibility for participation is dependent upon contribution of personal day(s) to the personal leave bank by September 15th of the current school year. Contributing employees to the Personal Leave Bank will be exempt from the substitute deduct in the Family Illness Leave Clause to receive bank days.

### **Legal Responsibility - Mandatory Reporter - Child Abuse and Neglect**

Effective July 1, 1974, the State Law of Iowa requires school employees to report all instances of suspected child abuse involving students. Any employee who is a mandatory reporter and has reason to believe that a child has been abused must report such information to the Department of Human Services (DHS) who in turn will notify the parents of such concerns. Any employee who suspects child abuse should advise their principal or supervisor about their concerns. If a representative of the DHS is in your building without the presence of the principal, always ask for identification. If identification is provided, you must allow an interview to take place between the agent and the child(ren). The DHS representative will decide if you need to be interviewed. Parents DO NOT have to be contacted. This is at the discretion of the DHS



representative. Any person who has knowledge of an incident of abuse of a student committed by a school employee must report the incident to their Principal or Supervisor so that appropriate action may occur.

### **Lesson Plans**

All weekly lesson plans should be completed by 8:00 a.m. Monday and posted online. Teachers are requested to leave lesson plans completed on top of their desks where they are readily available for substitute teachers. In case of an unscheduled absence, please email lesson plans to the building office.

### **Lunch**

Staff are responsible for maintaining a positive lunch fund balance. For further lunch questions, please see the Food Services Director.

### **Nondiscrimination**

The Cherokee Community School District is an equal opportunity/affirmative action employer. It is an unfair or discriminatory practice for any educational institution to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age (for employment), disability, socioeconomic status (for programs), marital status (for programs), or veteran status in its educational programs and its employment practices. Affirmative steps will be taken to integrate students in attendance centers and courses. In order to monitor progress, course enrollment and other relevant data as required by the Department of Education and the Office of Civil Rights will be collected on the basis of ethnicity, socioeconomic status, and disability and shall be reviewed and updated annually. The policy may be communicated to other agencies, organizations, businesses, and educational institutions that may provide services, scholarships, or opportunities to students. The District will attempt to only conduct business with those agencies, organizations, businesses, and educational institutions that practice equal opportunity and nondiscrimination. Non Discrimination Inquiries or grievances may be directed to:

**Superintendent, Tom Ryherd**

600 West Bluff Street, Cherokee, IA 51012

712-225-6767

[tryherd@ccsd.k12.ia.us](mailto:tryherd@ccsd.k12.ia.us)

### **Principal's Visitation of Classes**

The principal will visit classes on a regular basis. Instructors are asked to continue teaching, allowing the principal to quietly enter and observe the class. These visits will be made for the purpose of gaining first-hand information on subject matter, knowledge, methods, student engagement, and classroom conditions. Documents for the formal evaluation are attached in the staff handbook appendix.

### **Professional Responsibilities**

Faculty members are role models for students and it is important that they dress and act in a professional manner. Since teachers and principals set the standards for the educational environment that will prevail in their classrooms, and in fact - the entire school, it is their responsibility to dress and act in a professional manner appropriate for their particular teaching situation, activity or any other extra duty as assigned.

Instructional staff are prohibited from wearing denim pants of any color, yoga pants, sweatpants or shorts while present in school during instructional hours. Instructional staff may wear shorts and t-shirts while engaged in teaching P.E. classes or engaged in athletic activities such as coaching. Other exceptions may be granted by the staff's immediate supervisor. Board policy 404 addresses employee appearance and dress.

Faculty members will be provided with an ID badge. These badges are to be worn during school work hours and school activities.

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

### **Purchase Orders/Requisition Entries**

All purchases require a purchase order/requisition entry signed by the person making the request, the principal, and the superintendent. The CCSD uses Web Link, a school accounting system from Software Unlimited. Please follow this procedure:

- Complete a purchase order/requisition entry and submit it. Submission of the entry will automatically notify all personnel in the approval tree. All elements of the purchase order/requisition entry must be completed including the company name and contact information, item, cost, etc.
- The building principal will review the request and if approved the next person in the approval tree will be notified.

### **Requirements for Certification**

If you are in a teaching position or another position requiring certification or licensing, the law makes it mandatory that you keep your certification or license current. As a certificated or licensed individual, it is your responsibility to ensure that your certificate or license is up to date. Mandatory Child and Adult Abuse Reporter Training and Bloodborne Pathogen Training are requirements for employment. Employees must provide a copy of their certificates, training, or licensing updates to the Central Office by September 1st each school year.

### **Return to Work Policy**

All active employees who become temporarily unable to perform their regular job duties due to a compensable work-related or non-work-related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of: 1) changed duties within the scope of the employee's current position, 2) other available jobs for which the employee qualifies outside the scope of his or her current position, or 3) an altered schedule of work hours. Injured workers will notify their supervisors in a timely manner when their condition requires an absence. Injured workers should also note that state law often requires employees to report injuries and illnesses within specific time frames in order to qualify for certain benefits and protections. Injured employees will also closely follow their medical professional's treatment plan. Injured employees will also help supervisors identify potential options for transitional duties. While supervisors are responsible for maintaining constant communication with the injured employee, the worker also has the obligation to maintain contact with Cherokee CSD about his or her condition and status. The injured worker will complete all required paperwork in a timely manner.

### **Searches**

The Cherokee Community School Board of Education has established a policy concerning searches. A complete copy of the District's search policy is available on the school website. Upon reasonable suspicion that a violation of the school's rules or policies has occurred, including violation of the substance abuse policy, or upon reasonable suspicion that a person is in possession of contraband or unauthorized items, authorized school officials may inspect lockers, desks, and work areas and anyone entering, or leaving the school premises, including students, school employees, employees of contractors or their subcontractors or agents doing business with the school, and others such as visitors and guests. To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect

the lockers. Either student or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

### **Sexual Harassment - Teacher to Student**

Cherokee Community School District strictly prohibits all sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature between any staff member, certified or noncertified, and any student or minor on or off school premises. The building principal is the Level I Investigator and it will be his/her responsibility to investigate all harassment accusations (reference Board Policy 104).

### **Staff Involvement in Protests**

The duty of staff members is to supervise students and educate them based on the curriculum chosen by the district's curriculum teams. While staff members may have their own opinions on a variety of social topics, it is not appropriate for them to use their position to coordinate or participate in student demonstrations. If staff members are asked to assist in supervision during a protest, they are there to supervise and not to participate in the protest itself. There are appropriate times outside of work when staff members may participate in protests on their own, as long as they are not speaking in their official capacity during those protests. There may be consequences for actions if staff members do something illegal or their actions create inefficiency in the workplace.

### **Staff Workroom**

Students are not allowed in the staff work room unless accompanied by a staff member. Staff members are responsible to clean up after themselves and assist in keeping the room and refrigerator neat.

### **Student Management**

The Cherokee Community School District Board of Education affirms its intent to support the district's student responsibility and discipline policies and its intent to hold district staff accountable for implementing these policies. Rules and expected behaviors will be communicated to students, parents and staff during the school year. Promoting honesty, responsibility and respect for self and others is a District expectation. Discipline is for the change of student behavior, not punishment. Preventative discipline should be practiced. Set your rules; be firm, patient, fair, pleasant, calm, confident, and consistent in following them. Set the example and teach it over and over again. Everyone shares the responsibility of supervision of students, in classrooms; in the

hallways; on school grounds; and at activities, both home and away. Do your part to maintain a safe and orderly environment in and around our schools.

Teachers are expected to manage students in their classrooms. Good discipline is most effective when teachers handle their own situations. However, on rare occasions, students not responding to the efforts of a teacher, may require the involvement of the principal.

### **Supplemental Pay**

There will be a two-year rotation for Teacher Quality Team (TQT) members to be elected by staff members. Employees that are chosen to be a member of the Teacher Quality Team shall be compensated for employment responsibilities outside of contract hours, with reimbursement at the negotiated rate for non-contract time without student contact. The exact TQT stipend will be determined following the last contract day in collaboration with TQT members and payable in the June paycheck. The administrative leadership team will request nominations. Nominations will be placed on ballots by building for a total of three TQT members (one from each building). The 4th member ballot will be sent to full staff to vote on at-large. TQT members will serve the district and their colleagues, subject to voting, but without term limits. If a TQT member should leave before their term is up (July 1 - June 30), a special election will be held.

Teachers serving daily multiple building assignments shall be remunerated for such assignments at a rate of one hundred forty dollars (\$140) multiplied by the number of days they travel each regular work week. If the teacher's multiple building assignment requires traveling more than once a day, then the rate shall be one hundred seventy dollars (\$170) multiplied by the number of days traveled in a regular work week.

Each employee can be assigned a maximum of five activity duties. Employees shall be compensated at a rate of ten dollars (\$10) per hour, per event, for all such duties, except that the first six (6) hours worked each year will be unpaid.

The employee must submit documentation of all activity hours worked to the Board Secretary by the end of the last regular contracted teacher workday of that school year. The District will pay activity duty assignments beyond six (6) hours worked in the June payroll. Any employee not working the minimum six (6) hours will have a salary deduction in the June payroll of ten dollars (\$10) for each hour not worked. No requests for payment for activities worked will be honored after the last regular contracted teacher workday of that school year.

Every effort will be made by the employer to ensure uniformity and reasonableness in these activity duty assignments. Employees who are unable to fulfill their assigned duties shall find their own replacement and notify the Activities Director of the change; or the employee shall contact the Activities Director to work out a solution.

The employer will provide two activity passes to each employee as an incentive to attend and support student activities.

It is understood and agreed that in addition to teaching duties and supplemental pay duties, the employees shall perform some additional duties that shall not involve additional compensation.

Teachers completing National Certification shall be paid \$300 per year.

All teachers are encouraged to attend school activities (concerts, class plays, contests, athletics, etc.). Students and parents enjoy seeing staff members in attendance at school activities.

### **Telephone Calls/Cell Phone Use**

Normally no child or teacher will be called to the telephone during hours when school is in session. In case of emergency however, the message will be delivered. Please inform your family or friends of our telephone policy. Personal long distance calls by staff members must be made by using your own cell phone. Teachers should not be using their cell phones in their rooms when students are present unless it is an emergency.

### **Textbook Checkout, Inventories and Book Fines**

Textbooks will be checked out and checked in by the teachers in charge of the subject. Make sure you record the textbook number of the book assigned to the student. You are also asked to make a textbook record of the pupil and textbook number to be turned into the principal's office, this also includes the inventory of your room. All teachers employed by the CCSD are expected to complete an inventory of the district-owned material in the room assigned to them. Make sure that the students realize that fines will be assessed for any abuse to books or materials. Please consult your building principal if you think such a fine is warranted. He/she will assist you in setting the amount for the fine. Your inventory can be found on Google drive.

### **Tobacco Free Campuses and Substance-free Workplace**

### **Board Policy 403.5**

School district buildings, grounds, and vehicles shall be off limits for tobacco use. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this policy shall be required to discard tobacco or leave the school district premises immediately. It shall be the responsibility of all school employees to enforce this policy.

### **Unpaid Leave**

Absence from the classroom affects the consistency of instructional delivery and should be used only in accordance with contractual agreements. Requesting leave without pay may constitute a breach of contract and is discouraged. A request for unpaid leave will be considered after meeting with both the building principal and the superintendent of schools. Such requests should only be made if circumstances present a compelling reason for absence from the classroom.

### **Visitors in the School Building and on Campus**

All visitors are required to check in at a building office before contacting a teacher or student and must wear a visitor badge. Please notify the office if you are expecting a guest speaker.

### **Wages and Salaries**

If a teacher is asked to cover a class during their prep time, the teacher will be compensated \$15 per class period covered. Teachers will fill out the required form by the 10th of each month for payment.

Payment shall be made in monthly installments on or before the 20th day of each calendar month. If, during the school year, the 20th of the month should fall on Saturday, Sunday, or a school vacation day, payment shall be made on the last employee work day preceding the 20th.

Employees must provide a copy of their certificates, training, or licensing updates to the Central Office by September 1st each school year.

If a teacher is asked to teach an additional class (not independent study) during their prep period, they will be compensated 1/8th of the per diem base salary per day.

If a teacher is asked to teach independent study during their prep period, they will be compensated \$300 per semester.

If a substitute teacher cannot be found for a classroom and the students are split among teachers for a full day, those teachers will receive a corresponding fraction of the substitute per diem pay.

### **Weapons or Firearms**

The possession of weapons, dangerous objects, and look-a-likes on District property, in District facilities, or at school-sponsored activities is prohibited. Violation of this policy may result in discipline, including termination. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-alikes for educational purposes. Such a display shall also be exempt from this policy. Administrators will confiscate any article described in this policy/procedure using appropriate measures and, if appropriate, submit the article to a suitable law enforcement agency. School personnel shall take appropriate action in the event of an altercation involving violence and/or the use of a weapon. Incidents shall be reported immediately to the appropriate administrator.

### **Workers Compensation**

Workers Compensation is designed to provide certain health care and compensation benefits to employees who receive injuries arising out of and in the course of their employment. Work related injury and illness should be reported as soon as possible using the appropriate form provided by the Central Office. Employees who need treatment are required to use providers as directed by the Central Office. In the case of an emergency where an employee is seriously injured, they should seek immediate treatment.

### **Workplace Bullying**

The Cherokee Community School District is committed to preventing bullying in the workplace. Should an employee feel they are the target of bullying, they should contact their appropriate Supervisor or Central Office. Workplace bullying is not tolerated in this District.



## **Appendix 1: EVALUATION FORMS**

### **Cherokee Community School District Pre-Observation Form**

Name: \_\_\_\_\_

School/Administrator: \_\_\_\_\_

Date of Pre-Conference: \_\_\_\_\_

Date/Time of Observation: \_\_\_\_\_

Grade level/Curriculum Area Observed: \_\_\_\_\_

1. Briefly describe the students in this class, including those with special needs.
2. What are the goals for the lesson? What do you want the student to learn?
3. How do these goals support the District's curriculum?
4. How do you plan to engage students in the content? What will you do? What will the students do?
5. What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties?
6. What instructional materials or other resources, if any will you use? (Attach sample materials you will be using in the lesson.)
7. How do you plan to assess student achievement of the goals? What procedures will you use: (Attach any tests or performance tasks, with rubrics or scoring guides.)
8. What Iowa teaching standards/criteria will be demonstrated in this observation?

Teacher comments pertaining to observation setting: List any items you might want to call to the attention of the administrator.

Teacher's signature/date: \_\_\_\_\_

Administrator's signature/date: \_\_\_\_\_

## **Cherokee Community School District OBSERVATION REFLECTION FORM**

Name :

School: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_

Observation Date: \_\_\_\_\_

Time: \_\_\_\_\_

Post conference Date: \_\_\_\_\_

Time: \_\_\_\_\_

1. As I reflect on the lesson, to what extent were students productively engaged?
  
2. Did the students learn what I intended? Were my instructional goals met? How do I know?
  
3. Did I alter my goals or instructional plan as I taught the lesson? If so, why?
  
4. If I had the opportunity to teach this lesson again to this same group of students, what would I do differently? Why?
  
5. Provide several samples of student work related to this lesson. The samples should reflect the full range of student ability in your class and include the feedback you provide to students on their papers.
  
6. List the Iowa Teaching Standards/Criteria that were related to this lesson.

Teacher's signature/date:

Administrator's signature/date:



## **2. DEMONSTRATES COMPETENCE IN CONTENT KNOWLEDGE APPROPRIATE TO THE TEACHING POSITION.**

The teacher:

- a. Understands and uses key concepts, underlying themes, relationships, and different perspectives related to the content area.
- b. Uses knowledge of student development to make learning experiences in the content area meaningful and accessible for every student.
- c. Relates ideas and information within and across content areas.
- d. Understands and uses instructional strategies that are appropriate to the content area.

<b>Evidence to support attainment of or failure to meet standard:</b>	<b>Circle one:</b>  Meets Standard  Does Not Meet Standard
---	--

**“ Additional documentation/artifacts applicable to this standard are attached as Appendix A-2.**

## **3. DEMONSTRATES COMPETENCE IN PLANNING AND PREPARING FOR INSTRUCTION.**

The teacher:

- a. Uses student achievement data, local standards and the district curriculum in planning for instruction.
- b. Sets and communicates high expectations for social, behavioral, and academic success of all students.
- c. Uses student developmental needs, background, and interests in planning for instruction.
- d. Selects strategies to engage all students in learning.
- e. Uses available resources, including technologies, in the development and sequencing of instruction.

<b>Evidence to support attainment of or failure to meet standard:</b>	<b>Circle one:</b>  Meets Standard  Does Not Meet Standard
---	--

**“ Additional documentation/artifacts applicable to this standard are attached as Appendix A-3.**

#### **4. USES STRATEGIES TO DELIVER INSTRUCTION THAT MEETS THE MULTIPLE LEARNING NEEDS OF STUDENTS.**

The teacher:

- a. Aligns classroom instruction with local standards and district curriculum.
- b. Uses research-based instructional strategies that address the full range of cognitive levels.
- c. Demonstrates flexibility and responsiveness in adjusting instruction to meet student needs.
- d. Engages students in varied experiences that meet diverse needs and promote social, emotional, and academic growth.
- e. Connects students' prior knowledge, life experiences, and interests in the instructional process.
- f. Uses available resources, including technologies, in the delivery of instruction.

<b>Evidence to support attainment of or failure to meet standard:</b>	<b>Circle one:</b>  Meets Standard  Does Not Meet Standard
---	--

**Additional documentation/artifacts applicable to this standard are attached as Appendix A-4.**

#### **5. USES A VARIETY OF METHODS TO MONITOR STUDENT LEARNING.**

The teacher:

- a. Aligns classroom assessment with instruction.
- b. Communicates assessment criteria and standards to all students and parents.
- c. Understands and uses the results of multiple assessments to guide planning and instruction.
- d. Guides students in goal setting and assessing their own learning.
- Qe. Provides substantive, timely, and constructive feedback to students and parents.
- f. Works with other staff and building and district leadership in analysis of student progress.

<b>Evidence to support attainment of or failure to meet standard:</b>	<b>Circle one:</b>  Meets Standard  Does Not Meet Standard
---	--

**Additional documentation/artifacts applicable to this standard are attached as Appendix A-5.**

## 6. DEMONSTRATES COMPETENCE IN CLASSROOM MANAGEMENT.

The teacher:

- a. Creates a learning community that encourages positive social interaction, active engagement, and self-regulation for every student.
- b. Establishes, communicates, models and maintains standards of responsible student behavior.
- c. Develops and implements classroom procedures and routines that support high expectations for learning.
- d. Uses instructional time effectively to maximize student achievement.
- e. Creates a safe and purposeful learning environment.

<b>Evidence to support attainment of or failure to meet standard:</b>	<b>Circle one:</b>  Meets Standard  Does Not Meet Standard
---	--

Additional documentation/artifacts applicable to this standard are attached as Appendix A-6.

## 7. ENGAGES IN PROFESSIONAL GROWTH.

The teacher:

- a. Demonstrates habits and skills of continuous inquiry and learning.
- b. Works collaboratively to improve professional practice and student learning.
- c. Applies research, knowledge, and skills from professional development opportunities to improve practice.
- d. Establishes and implements professional development plans based upon the teacher needs aligned to the Iowa Teaching Standards and district/building student achievement goals.

<b>Evidence to support attainment of or failure to meet standard:</b>	<b>Circle one:</b>  Meets Standard  Does Not Meet Standard
---	--

**Additional documentation/artifacts applicable to this standard are attached as Appendix A-7.**

**8. FULFILLS PROFESSIONAL RESPONSIBILITIES ESTABLISHED BY THE SCHOOL DISTRICT.** The teacher:

- a. Adheres to board policies, district procedures, and contractual obligations.
- b. Demonstrates professional and ethical conduct as defined by state law and individual district policy.
- c. Contributes to efforts to achieve district and building goals.
- d. Demonstrates an understanding of and respect for all learners and staff.
- e. Collaborates with students, families, colleagues, and communities to enhance student learning.

<b>Evidence to support attainment of or failure to meet standard:</b>	<b>Circle one:</b>
	Meets Standard
	Does Not Meet Standard

**Additional documentation/artifacts applicable to this standard are attached as Appendix A-8.**

\_\_\_\_\_ **The teacher is a first year Beginning Teacher.**

\_\_\_\_\_ **The teacher meets or exceeds all eight Iowa Teaching Standards and is recommended for a standard license.**

\_\_\_\_\_ **The teacher fails to meet the Iowa Teaching Standards.**

\_\_\_\_\_ **The teacher is being recommended for a third year before a license decision is made.\***

\_\_\_\_\_ **The teacher is recommended for the Intensive Assistance Plan.**

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The district must contact the Board of Educational Examiners to extend the provisional license for a third year. There will be a form provided by the Board of Educational Examiners for the evaluator to use to communicate the decision made on each 2<sup>nd</sup> year teacher. This form will be available in the spring of 2003.

SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of 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 C.F.R. 1300.11 through 1300.15 and IOWA CODE Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

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SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination *[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)



## **Acknowledgment and Receipt**

I have received my copy of the Cherokee CSD Employee Handbook.

The employee handbook describes important information about Cherokee CSD, and I understand that I should consult my building principal regarding any questions not answered in the handbook.

Only the Board of Education of Cherokee Community School District has the ability to adopt any revisions to the policies in this handbook. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Signature

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Employee's Name (Print)

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Date