

## NEPOTISM

The District may employ more than one family member. Assignment of members of one family to the same building will be avoided if possible. However, an attempt shall be made so that an employee does not immediately supervise a member of the employee's family. If necessary, arrangements shall be made so that another supervisor supervises and evaluates the employee working in a position normally supervised by a family member. For purposes of this policy, family members shall be deemed to include spouses, parent/child, sibling, grandparent/grandchild, aunt or uncle/niece or nephew, parent-in-law/child-in-law, or domestic partner. No employee's family member will be given preferential treatment unrelated to that person's qualifications, credentials, and record.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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## CREDIT CARDS

The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with board policy.

It is the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card used by the superintendent and the board is for appropriate school business.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit card. The administrative regulations will include the appropriate forms to be filed for obtaining a credit card.

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances must be maintained as part of the school district's record of the claim.

An employee or officer who charges items for personal use to a District credit card or account will be subject to discipline, up to and including discharge.

Miniam Van Heukelem 11/9/11 11:30

**Deleted:** The school district may maintain school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with board policy.

Approved 6/9/2008

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit card. The administrative regulations will include the appropriate forms to be filed for obtaining a credit card.

## WORK DAY AND WORK YEAR

The superintendent shall determine the regular hours of duty for all employees.

The regular work year for all employees shall be determined by the superintendent and approved by the Board of Directors.

| Approved 7/1/93

Reviewed 12/12/11

Reviewed 3/10/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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## VACATIONS

Administrators and business manager who are regularly scheduled to work at least thirty (30) hours per week and eleven (11) months per year shall be entitled to twenty (20) days of paid vacation annually. Additional days of vacation may be specified in the individual's employment contract. Vacation days shall be prorated if the individual commences or terminates employment during the contract year.

Classified employees who are regularly scheduled to work twelve months per year shall be entitled to paid vacations as follows:

After the first year of employment	5 days
After the second and through ninth year of employment	10 days
After the tenth and through fourteenth year of employment	15 days
After the fifteenth year and after each succeeding year of employment	20 days

After the first year of employment and with the approval of the superintendent, pro-rated days of vacation may be taken during the current contract year.

The superintendent shall establish a vacation schedule. All vacation days must be used in the contract year, except with approval of the superintendent, up to five (5) days may be carried into the subsequent contract year. Administrators and classified employees will be paid for earned, unused vacation time upon termination of employment, unless otherwise provided by law.

Miniam Van Heukelem 11/9/11 11:31 AM  
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Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## HOLIDAYS

Classified employees who are regularly scheduled to work at least thirty (30) hours per week and twelve months per year shall be granted eight (8) paid holidays on days designated by the superintendent.

Classified employees who are regularly scheduled to work at least thirty (30) hours per week and at least nine months per year but fewer than twelve months per year shall be entitled to five (5) paid holidays on days designated by the superintendent.

Classified employees shall be paid for the hours they would have been scheduled to work on a holiday.

Approved 7/1/93

Reviewed 12/12/11

Reviewed 3/10/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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## LEAVES OF ABSENCE

**Sick Leave.**

Employees, except temporary employees, shall be granted fifteen (15) days of paid leave of absence for personal illness or injury each year. Sick leave days will be prorated for employees who are not contracted for or who do not work a full contract year. Part-time employees shall be granted a pro-rata amount of sick leave based upon the ratio of the number of hours they work to 40 hours. A new employee to the District must report for work at least one full day prior to receiving paid sick leave. Five (5) days of paid sick leave may be used to care for an ill spouse, child, parent or permanent member of the employee's household. For Certified Staff, one additional day of sick leave may be used to care for a sick spouse, child, parent, father-in-law, mother-in-law, son-in-law, daughter-in-law, or permanent household member once all other paid leave (i.e., personal day) is exhausted.

Unused sick leave days may be accumulated to a maximum of 120 contract days.

An employee making a claim for paid sick leave shall provide a medical report from a doctor confirming the necessity for such a leave of absence upon request of the superintendent. A report may also be required to confirm fitness to return to duty.

*Workers' Compensation.* An employee injured or disabled on the job may be eligible to receive a weekly benefit under the Iowa workers' compensation law. If an employee receives workers' compensation benefits, the employee's accumulated sick leave will be reduced proportionate to the amount the worker's compensation benefits are to the employee's regular salary. At such time, the employee may also elect to have the workers' compensation benefits supplemented from the District by using sick leave, vacation leave, and/or earned compensatory time. If supplemental payments are elected, leave time will be reduced by one full day for each day of absence. When all leave time is exhausted, supplemental payments will cease.

An employee who, in the course of employment, suffers a personal injury resulting from an episode of violence toward that employee for which workers' compensation is payable, shall be entitled to have workers' compensation benefits supplemented in order for the employee to receive full salary and benefits for the shortest of (a) one year from the date of the disability or (b) the period during which the employee is disabled and incapable of employment. Supplementation in such situations shall not be charged against sick leave, vacation time, or earned compensatory time.

**Bereavement Leave.** Employees, except temporary employees, may be granted up to five (5) days paid leave per occurrence in the event of the death of a member of the employee's immediate family. The "immediate family" shall include child, stepchild, spouse, parent, stepparent, brother, stepbrother, sister, stepsister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or grandparent of the employee. The superintendent shall determine the number of days to be granted. For Certified Staff, one additional day of bereavement leave may be used for immediate family once all other paid leave (i.e., personal day) is exhausted.

**Personal Leave.** Classified employees, except temporary employees, are allowed up to two (2) days of paid leave per year for personal leave. Personal leave days may be accumulated up to three (3) days. The employee must give at least two (2) days advance notice except in the case of an emergency. No more than one employee per department (two associates) will be allowed personal leave on the same day, unless approved for emergency situations in the sole discretion of the superintendent.

**Military Leave.** Leaves for military service will be granted in accordance with applicable law, Employees (other than employees employed temporarily for six months or less) who are members of the national guard, organized reserves or any component part of the military, naval, or air force or nurse corps of Iowa or of the United States, or who may be otherwise inducted into the military service shall, when ordered by proper authority, be entitled to a leave of absence for the period of such service, and without loss of pay

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [11]:** How do employees request leave? Who do they request it from, and are those persons aware of the different applications of different kinds of leave?

Miriam Van Heukelem 11/9/11 11:32 AM

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## LEAVES OF ABSENCE

for the first 30 calendar days of such leave of absence. Employees shall be afforded re-employment rights and shall retain full seniority benefits for prior service to the District upon re-employment in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

**Jury Duty Leave.** Administrators and classified employees called for jury service shall be permitted to be absent from duties to perform jury service. Pay received for jury service, except travel expense, shall be remitted to the District. In order to receive payment, the administrator or classified employee must give at least two days' prior notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform jury duty all day shall return to work.

**Professional Leave.** Administrators and classified employees may be granted a paid leave of absence to attend professional meetings or to visit other schools or programs upon approval of the superintendent or his/her designee.

**Extended Disability Leaves of Absence.** An administrator or classified employee, except a temporary employee, who is unable to work because of personal illness or injury, and who has exhausted all paid leave available, may be granted an unpaid leave of absence and may continue all available fringe benefits in effect for the duration of said leave at his/her own expense, except that the District shall provide benefits in accordance with the Family and Medical Leave Act. In accordance with applicable state and federal law, the District may terminate the employee's employment and hire a permanent replacement after 12 weeks of leave. Each case will be considered on an individual basis.

**Public Office Leave.** Leaves of absence for service in an elected municipal, county, state or federal office shall be granted in accordance with applicable law. The leave of absence shall be without pay or benefits and shall not exceed six years. The employee may continue all fringe benefits in effect for the duration of the leave at his/her own expense. In addition, an employee who becomes a candidate for elective public office shall be granted a leave commencing within 30 days prior to a contested primary, special, or general election and continuing until the day after the election. The employee shall first use any earned compensatory time, then vacation and personal leave time and then unpaid leave.

**Other Absences.** Leaves of absence for reasons other than those listed above, or in excess of the number of days allowed, may be granted by the superintendent or his/her designee. The employee shall have deducted from his/her salary an amount equal to one day's pay for each day of absence. For extended leaves (in excess of ten days), the District shall not continue fringe benefits, but the employee may continue the fringe benefits for the duration of the leave at his/her own expense, except that the District shall provide benefits in accordance with the Family and Medical Leave Act.

**Family and Medical Leave Act.** Federal law requires the District to grant up to 12 weeks of leave per year to employees who have been employed at least 12 months and who have worked at least 1,250 hours during the preceding 12 months for the purpose of (1) the employee's personal serious health condition, (2) caring for the employee's newly born child, (3) caring for a child placed for adoption or placement of a foster child, (4) caring for the employee's parent, spouse, or child with a serious health condition. The District requires an eligible employee to first utilize any earned paid leave provided by policy or by a collective bargaining agreement to the extent the purpose is covered by and consistent with requirements for the paid leave time. Any leave in excess of available paid leave shall be unpaid. At the employee's option, the District shall continue the District's contributions towards health insurance on behalf of the employee for up to 12 weeks as if the employee were still at work. If the employee has more than 12 weeks of paid leave available, the District shall continue the District's contribution until the paid leave is exhausted. The employee shall remit the employee's contribution towards health insurance and for life and disability insurance by the date the District makes payment to the insurance carrier or within 30 days thereafter. Failure to make contributions when due may result in the employee losing coverage during the period of the leave. If the District makes the employee-owed payments, the employee authorizes the District to offset such sums advanced against any sums owed to the employee. If the

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Miriam Van Heukelem 11/9/11 11:35 AM

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Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [12]:** Be careful not to violate the ADA—in some cases, extended leave may constitute a "reasonable accommodation."

Miriam Van Heukelem 11/9/11 11:36 AM

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Miriam Van Heukelem 11/9/11 11:37 AM

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## LEAVES OF ABSENCE

employee does not return to work at the end of the leave (except for reasons specified in the Act), the employee will be required to reimburse the District for all contributions made by the District while the employee was on unpaid leave and the District will be allowed to deduct any amount owed from any sums owed the employee.

Employees are also entitled to up to 12 weeks of leave per twelve-month period to an employee with any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" ("military exigency leave"), or up to 26 weeks of leave per twelve-month period to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness ("military caregiver leave").

Except as provided for military caregiver leave, employees may request leave under the Family Medical and Leave Act for up to 12 weeks per year. "Year" shall be defined as a "rolling" 12-month period measured backward from the date an employee uses FMLA leave. Leave to care for a newly born, adopted or foster child must conclude within 12 months of the birth or placement of the child. Spouses may take a combined 12-week allotment for the birth or placement of a child. The District may require an employee to provide written certification from a health care provider when an employee requests family and medical leave for the employee's own serious health condition or to care for the employee's parent, spouse, or child with a serious health condition.

Additional information about the FMLA is available from the District's business office, or online at <http://www.dol.gov/whd/fmla/>.

**Licensed Employees Other Than Administrators.** Leaves of absence for licensed employees other than administrators shall be made in accordance with the provisions of the agreement negotiated with their bargaining representative.

**Discipline.** Absences for reasons other than those provided for in this policy or in a negotiated agreement, or failure on the part of the employee to follow procedures for requesting leave of absence may be grounds for disciplinary action, including dismissal.

Miriam Van Heukelem 11/9/11 11:37 AM

**Deleted:** Federal law and regulations governing Family and Medical Leave for employees with members in military service include 26 weeks of unpaid Family and Medical Leave (military caregiver leave) to care for a family service member with a serious injury or illness and 12 weeks of unpaid Family and Medical Leave (exigency leave) for employees whose family member is called to active duty or on call to active duty status.

Miriam Van Heukelem 11/9/11 11:38 AM

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Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [13]:** You'll notice that we've deleted the forms accompanying 402.4. Because the FMLA regulations and forms are all subject to periodic revision by the US Department of Labor, I do not recommend including them in your policies, as they could change at any time, and you may be providing employees with out-of-date information.

If you receive specific requests about the FMLA, or if you have any employee who may need leave for an FMLA-qualifying reason (even if the employee does not say "I need FMLA leave"), you should have a designated person who handles leave requests that can provide the most up-to-date information from the Labor Department, including WH-381 (rights and responsibilities), WH-382 (designation of leave as FMLA leave), WH-380E and WH-380F (certification of serious health condition of employee or covered family member), and WH-384 and WH-385 (exigency and military caregiver leave). Please contact me if you have any questions about FMLA administration and we'd be happy to provide you with additional guidance.

Note that it is the District's responsibility, not the employee's, to be aware of the need for FMLA leave. When an employee first requests leave that may be for an FMLA qualifying reason, it is the employer's obligation to give the employee the FMLA notice of rights and responsibilities, and to determine whether the requested leave qualifies for FMLA leave. You can use an leave request form to gather information necessary to make that determination, but do not assume that your employees will already know about the FMLA and ask for it by name.

Also be aware that any time you make a request for medical information from an employee or a health care provider, you should include the GINA safe harbor language. I've included this in 402.8E1 on your employee physical form, but that same language should be used for FMLA, ADA, and any fitness-for-duty eval requests as well. Please let me know if you have any questions.

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Approved 7/1/93

Reviewed 1/9/12

Revised 1/9/12

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## COMPENSATION AND SALARY BASIS

**Wages and Salaries.** The Board of Directors shall establish salary schedules and rates of pay for the several positions in the District. Wages and salaries for licensed employees (other than administrators) shall be negotiated with their certified bargaining representative.

**Denial of Salary Increase or Increment.** The Board of Directors may deny a wage or salary increase or increment advance to an employee upon recommendation of the superintendent.

**Overtime.** Non-exempt employees shall be compensated on an hourly basis, which is at least the minimum wage set by federal or state law, whichever is higher. Non-exempt employees shall be compensated at one and one-half (1 1/2) times their regular hourly wage rate for work over 40 hours in a workweek. A workweek shall run from Sunday at 12:01 a.m. to Sunday at 12:01 a.m. Holidays, paid vacations and paid leaves of absence shall not count towards the 40 hours. Over-time work must have the prior approval of the employee's supervisor. Failure to obtain approval may result in disciplinary action. Non-exempt employees shall complete daily time records showing actual time worked, or shall be required to use a time clock. All time actually worked shall be paid. The time records shall be signed if requested. Failure of the employee to maintain such records or falsification of such records will be grounds for disciplinary action, up to and including discharge.

**Salary Basis.** The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. The FLSA also exempts certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

**Salary Basis Requirement.** To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to teachers. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

### *Circumstances in Which the Employer May Make Deductions from Pay*

Deductions from pay are permissible when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [14]:** You may want to consider changing this to "may," in case there is a legitimate emergency not warranting discipline. That way, you're not in a position of having to explain why your policy is not consistently enforced if someone challenges a decision to discipline one employee but not another.

Miriam Van Heukelem 11/9/11 3:36 PM

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## COMPENSATION AND SALARY BASIS

witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

*Pay Deductions for Leaves of Absence.* The District provides a variety of leaves of absence to allow employees to be absent from work. As a public employer, the District is expected to record and monitor the work that employees perform and to conform to principles of public accountability in its compensation practices. Therefore, it is the policy of the District that when an employee is absent from work for less than one work day, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence;
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied;
- the employee's accrued paid leave has been exhausted; or
- the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

*Policy.* It is District policy to comply with all applicable laws with respect to payments of wages, salaries, and benefits to employees, including the Fair Labor Standards Act, including specifically the salary basis requirements of the FLSA and the Iowa Wage Payment Collection Act. Therefore, all administrators and supervisors are prohibited from making any improper deductions from the salaries of employees. Employees are to be aware of this policy and that the District does not allow deductions that violate federal or state law.

If an employee believes that an improper deduction has been made to the employee's salary, or that proper payment has not been made, the employee should immediately report this information in writing to the business manager. Reports of improper deductions or payments will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made. This procedure is in addition to any other complaint process that may also be available to employees.

Approved 7/1/93

~~Reviewed 12/12/11~~

~~Revised 12/12/11~~

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## INSURANCE

**Insurance.** The District will designate for each full-time employee, except temporary employees, a set amount of money each year, which may vary by position, for District group insurance benefits. The amount shall be pro-rated for employees who work at least twenty (20) but fewer than forty (40) hours per week. If the benefits selected by the employee cost more than the designated District contribution, the employee shall have such additional premiums/costs withheld from his/her salary. The Board of Directors shall determine the carrier(s), types of plans, level of benefits, and dollar contributions.

**Life Insurance.** The District will provide group life insurance benefits to full-time employees, except temporary employees. The Board of Directors shall determine the carrier(s), types of plans, and level of benefits.

**Long-Term Disability.** The District will provide group long-term disability coverage for all full-time employees, except temporary employees. The Board of Directors shall determine the carrier(s), type of plan and level of benefits.

| Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EMPLOYEE TAX SHELTER PROGRAMS

The board authorizes the administration to make a payroll deduction for employees' tax sheltered annuity premiums purchased from a company or person chosen by the board and collective bargaining units.

Employees wishing to have payroll deductions for tax sheltered annuities must make a written request to the business manager.

Miriam Van Heukelem 11/9/11 12:09 PM  
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Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## EMPLOYEE HEALTH PHYSICAL AND MENTAL EXAMINATIONS; VACCINES

**New Employees.** Reports of physical examinations shall be required of all employees upon their initial employment with the District certifying fitness to perform the employee's assigned duties. The reports shall be required only after an offer of employment has been made. The examination must have been taken within the four-month period prior to the date employment begins or by a date specified by the District, which shall be within six weeks of the date employment begins. Evidence shall be submitted on the prescribed form, shall be signed by a licensed physician and surgeon, osteopath, qualified doctor of chiropractic, licensed physician assistant, or advanced registered nurse practitioner. The District shall make a contribution as set by the Board periodically toward the costs of physical examination upon presentation of proof of charges if the charges have not been paid by insurance or by another employer.

Bus drivers shall present reports of physical examinations upon employment and every other year thereafter as required by law. Such physical examinations must be completed before the work year begins. Evidence of physical fitness to perform duties shall be submitted on the required form. The District shall make a contribution as set by the Board periodically toward the costs of the physical examination upon presentation of proof of charges if the charges have not been paid by insurance or by another employer.

**Additional Examinations.** An employee may be required to have additional examinations (physical and/or mental) when, in the judgment of the superintendent or the Board, such examinations are relevant to the employee's performance or status. Such additional examinations shall be at the expense of the District.

**Vaccines.** Employees identified as having reasonably anticipated occupational contact with blood or infectious materials in their work settings shall receive training and education on safety precautions and shall be provided the opportunity for a District-paid Hepatitis B vaccine. The employee shall sign a written waiver if he/she refuses the vaccine.

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [15]:** Are all of your employees actually required to submit a physical report? Are you providing the employee with a list of their specific assigned duties to give to the physician performing the physical?

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## PHYSICAL FORM

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

Name of Person Examined: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Position: \_\_\_\_\_

Building: \_\_\_\_\_

I certify that he/she ☐ is, ☐ is not, fully qualified in health to perform the assigned duties of the position listed above.Additional remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [16]:** Make sure to include a list of the employee's actual assigned duties (not a one-size-fits-all laundry list) along with this form

**DO NOT PROVIDE GENETIC INFORMATION.** The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Name of Examining Physician,  
Chiropractor, Licensed Physician,  
Assistant, or Advanced Registered  
Nurse Practitioner

Address \_\_\_\_\_  
\_\_\_\_\_

Signature of Examining Physician, Chiropractor, Date of Examination  
Licensed Physician Assistant, or Advanced Registered  
Nurse Practitioner

Return to: Business Manager  
Adel DeSoto Minburn Comm. School District  
801 Nile Kinnick Drive South  
Adel, IA 50003

Form Revised: December 12, 2011

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [17]:** This language should also be used any time you request medical information/evaluation from an employee, including requests made under the FMLA and ADA. The only time you do not need to provide this language is when an employee makes an FMLA request to care for a family member – under those circumstances, the District may request medical information about the family member, but only so far as such information is necessary to substantiate the request for FMLA leave. This is a tricky area, so please let me know if you have any questions.

Miriam Van Heukelem 11/9/11 2:34 PM

Deleted: March 10, 2008

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## EMPLOYEE HEALTH: COMMUNICABLE DISEASES

An employee of the District with a communicable disease shall be allowed to attend to regularly assigned duties as long as the employee is physically able to perform the essential functions of the assignment and as long as the employee's assignment does not create a substantial health or safety risk to themselves or other students or employees in the District.

Each case shall be evaluated on its own merits. The superintendent or the superintendent's designee may consult with the employee's personal physician, with the Iowa State Department of Health, with personnel from the United States Public Health Center for Disease Control, and with other appropriate agencies and persons in making decisions regarding an employee's continued assignment or employment. The superintendent may require an employee to provide medical evidence of fitness to perform the tasks assigned.

- The superintendent, in consultation with any of the individuals or entities indicated above, will consider the risk of transmission of a communicable disease, the danger to the individual, and the effect upon the District's educational program.
- The superintendent will assess whether reasonable accommodations or protection of others should be provided, based upon the individual circumstances.
- Special precautions should be considered to protect the health of individuals with depressed immune responses during periods of prevalence of such contagious diseases as chicken pox or influenza. Employees with compromised immune systems may be excused from the requirements for certain vaccines.

Data and records regarding communicable diseases shall be maintained separately from general personnel files and so as to protect the privacy of the employee. This shall not be construed to prevent appropriate administrative and nursing staff from being informed of which employee has a communicable disease.

Any employee possessing information about individuals with a communicable disease will not disclose the identity of the person or the results of a test in a manner that would permit that individual's identification except to the person, the person's parent or legal guardian (if a minor), or as otherwise authorized by law. If a disclosure is made, it must be accompanied by a statement in writing that includes the following, or substantially similar language:

This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of the information without the specific written consent of the person to whom it pertains or is otherwise provided by law. A general authorization for the release of medical or other information is not sufficient for this purpose. The written authorization for disclosure must be signed and dated and must specify to whom the disclosure is authorized and the time period during which the release is to be effective.

An employee who is at work and who has a communicable disease that creates a substantial risk to others at the workplace should report the condition to the superintendent. Employees with communicable diseases may be excluded from school and/or school assignments for the period of time that their conditions endanger the health or safety of others or during such period, as they are physically unable to perform assigned tasks.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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# EMPLOYEE HEALTH: COMMUNICABLE DISEASES

No person shall be asked or required as a condition of employment to take a test for the presence of the antibody to the human immunodeficiency virus, and no person shall have his/her terms, conditions, or privileges of employment affected solely because the employee had such a test.

All staff members should practice hygienic principles designed to protect themselves and others from infection.

Upon learning of a communicable disease that requires reporting, it shall be the responsibility of the superintendent to report it to the Iowa Department of Public Health.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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Miriam Van Heukelem 11/9/11 1:49 PM

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## EMPLOYEE HEALTH: OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The superintendent shall be responsible to insure that the District implements, and reviews and updates at least annually an exposure control plan to eliminate or minimize employees' occupational exposure to bloodborne pathogens in accordance with OSHA requirements. The plan shall include, at a minimum, the scope and application of the plan, definitions, determination and exposure control, schedules and methods of implementation, Hepatitis B vaccination and post-exposure follow-up and evaluation, communication of hazards to employees involved, and recordkeeping. The plan shall designate a response team at each building. Failure of an employee to comply with the plan shall be grounds for disciplinary action, up to and including discharge.

The District shall provide at no cost to the employees necessary supplies, personal protective devices, and training for employees to comply with the exposure control plan. Training shall include a discussion of universal precautions.

Employees identified as having reasonably anticipated occupational contact with blood or infectious materials shall receive the Hepatitis B vaccine at District expense or shall sign a written waiver declining the vaccine.

Following a report of an exposure incident, the District shall make immediately available to the exposed employee a confidential medical examination and follow-up.

Medical records shall be maintained for each employee with occupational exposure. Such records shall be kept confidential and shall not be disclosed without the employee's express written consent to any person within or outside the workplace except as required by law.

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [18]:**

I was not provided with a copy of your plan, so I can't verify whether your plan includes all of this information or not. Your plan should include this information, and may need to be revised if it does not currently.

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Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## EMPLOYEE HEALTH: INJURY AT WORK

If an employee is injured at work, school personnel may administer minor or emergency first aid. If necessary, a member of the family shall be notified or the employee shall be transported to a medical facility. Each employee shall maintain an up-to-date emergency medical form on file in the building office.

If possible, the employee or a person on behalf of the employee shall file an accident report with the District within 24 hours of the occurrence, or as soon as possible thereafter. It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EMPLOYEE EMERGENCY MEDICAL FORM

Date Completed: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Home Telephone(\_\_\_\_) \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_

Contact in Case of Emergency:

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

Address: \_\_\_\_\_

Cell Telephone:(\_\_\_\_) \_\_\_\_\_ Home Telephone:(\_\_\_\_) \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Telephone:(\_\_\_\_) \_\_\_\_\_

Allergies or information to be shared in case of emergency: \_\_\_\_\_

\_\_\_\_\_

## HAZARDOUS CHEMICAL DISCLOSURE

The Board authorizes the maintenance of a comprehensive hazardous chemical communication program for the District to disseminate information about hazardous chemicals in the workplace.

Each employee shall review information about hazardous substances. Further, when a new employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The business manager shall maintain a file indicating when training and informing takes place.

School district personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program.

| Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## DRUG AND ALCOHOL-FREE WORKPLACE

### General

No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance on school property (including school vehicles), during work time, or at any student activity, except that an employee may take a controlled substance lawfully prescribed by a physician. Any violation of this policy shall be grounds for discipline, including immediate discharge.

### Federal Grant Employees

**Prohibition.** In addition, no employee engaged in work in connection with a federal grant 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 as defined in schedules I through V of section 202 of the Controlled Substances Act and as further defined by federal regulation.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. This includes any building or any school premises, any school-owned or approved vehicle used to transport students to and from school or school activities, off school property during any school-sponsored or approved activity, event, or function, where students are under the jurisdiction of the District where work on a federal grant is performed.

**Reporting.** As a condition of employment on any federal grant, each employee who is engaged in performance of a federal grant shall agree to abide by this policy and shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five days after such conviction.

**Sanctions.** An employee who violates the terms of this policy may be suspended or discharged, at the discretion of the District and in accordance with law.

**Notification.** The superintendent shall give a copy of this policy to each employee engaged in the performance of federal grants. The superintendent shall also notify the granting agency within 10 days after receiving notice of a conviction.

**Programs.** The superintendent shall also establish a drug-free awareness program to inform employees of this policy, possible sanctions for violation of this policy, of the dangers of drug abuse in the workplace, and of any available drug counseling, rehabilitation and employee-assistance programs.

**No Limitations.** This policy is not intended to limit the rights of the District to discipline, including discharge, any employee who engages in an illegal act involving alcohol or drugs away from school when such violation adversely affects the employee's ability to perform his/her duties. Further, the section on a drug-free workplace under federal grant programs shall not limit the District's authority to prohibit other alcohol and drug-related behavior as set forth in this policy.

Miniam Van Heukelem 11/9/11 12:27 PM  
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Miniam Van Heukelem 11/9/11 3:39 PM  
**Comment [19]:**  
Do you have any kind of a testing/screening program in place for employees who are suspected of violating this policy, or for post-injury or post-accident testing?

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Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## PERSONNEL FILES; RELEASE OF INFORMATION

A confidential file of employment records shall be maintained for each employee in the central administration office. Included in the file shall be the following, without limitation: licenses and transcripts if required, employment application, references, contracts of employment, formal evaluations, disciplinary reports, and wage information. Information on leave usage may be maintained separately. Confidential health information, such as physical forms, sick or long-term disability leave days, worker's compensation claims, emergency information, family and medical leave request forms and reasonable accommodations to accommodate an employee's disability, shall be maintained separately.

Except in limited instances, only the superintendent, the employee's immediate supervisor, the building principals, the board secretary, the employee, and authorized representatives of the District or of the employee shall have access to the confidential employee files without the employee's consent or a valid subpoena. However, information for tax purposes, for qualification for benefits, and for wage garnishment may be released.

Employees who have listed the District as a place of employment or who have listed a District employee as a reference shall be deemed to have granted permission to the District to release information that may be included in the personnel file. Information from confidential health records shall not be released, however, without permission of the employee. This does not preclude release of leave usage information to a prospective employer, however.

The following information only will be confirmed to any entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will not be released to an inquiring creditor without a written authorization from the employee.

Each employee shall have the right to review the contents of his/her own confidential personnel file maintained in the central administration office, except for confidential credentials or reference letters. An employee desiring to view the contents of his/her file shall make a request to the superintendent or his/her designee. No papers may be removed from the file, but copies may be obtained. The employee shall have the right to respond in writing to materials contained in the file.

All employee records, except payroll and salary records shall be maintained for a minimum of seven years after termination of employment with the District. Applicant records shall be maintained for a minimum of three years after the position was filled.

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [20]:** Be aware that some of this information may be subject to the Open Records Act, under the revisions to Iowa Code section 22.7, which have expanded/clarified what information may be considered a public record. If you have any questions about the scope of the Open Records Act with regard to personnel information, let me know.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## PROFESSIONAL DEVELOPMENT

The Board encourages staff members to continue professional growth by being involved in professional organizations, attending conferences, continuing advanced education and participating in other professional activities.

The Board shall maintain and support a professional development program for personnel as part of its comprehensive school improvement plan and as part of the Teacher Quality Act. The Board shall establish, through annual budget expenditures, a library and media materials collection that supports the Board's professional development program.

Requests for attendance or participation in a development program, other than those development programs sponsored by the District, shall be made to the superintendent. The superintendent shall have discretion to allow or disallow attendance, giving consideration to the value of the program to the employee and to the District, the effect of the employee's absence on the educational program, the effect on the budget and other relevant factors.

| Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## TRAVEL REIMBURSEMENT: USE OF SCHOOL VEHICLE

Employees will be reimbursed for travel that have been approved by the superintendent at the rate set by the Board periodically. Each employee requesting to use his/her personal vehicle on school business shall have personal liability insurance, at least at the minimum level required by law. Employees will be reimbursed for actual and necessary travel expenses only if the employee received approval from the superintendent or the superintendent's designee in advance.

Employees may be authorized to use a school vehicle to conduct business for the District or to attend District-related conferences or activities. The vehicle shall be checked out from the business office after completion of an authorization form. The vehicle shall not be used for personal use. Only the person(s) authorized on the form shall be allowed to drive the vehicle, and only those persons authorized on the form shall be passengers in the vehicle. The employee shall record the mileage and other pertinent information as requested by the business office. All authorized drivers must have a valid driver's license and must be insurable under the District's liability insurance. No tobacco products shall be used in the vehicles, and no alcoholic beverages or illegal substances shall be placed in the vehicle or consumed in the vehicle.

Miriam Van Heukelem 11/9/11 12:31 PM

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Approved 7/1/93Reviewed 12/12/11Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## ACTIVITY PASSES

Employees are encouraged to attend athletic, musical and dramatic events, and other school activities in order to obtain a comprehensive view of student accomplishments and to encourage students in their efforts. All employees of the District, whether full-time or part-time, may attend events free of charge if they assist with extra duties at school activities without pay. Employees may obtain activity passes for spouses and family members by assisting at additional events without pay. The passes shall cover only regular school activities held within the District and shall not cover tournaments or special events.

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Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## RESPONSIBILITY FOR PERSONAL PROPERTY

The District shall not be responsible for replacing, repairing or recovering personal items brought onto school property.

| Approved 7/1/93

| Reviewed 12/12/11

| Reviised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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## EMPLOYEE COMPLAINT PROCEDURES

**Purpose** The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees that may arise from time to time regarding their working conditions.

**Exclusion.** Any matter brought under a grievance procedure of a negotiated agreement shall not also be brought under the procedures of this policy.

**Procedures.** Any employee with a complaint regarding his/her working conditions shall first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within ten working days of the event giving rise to the complaint, and the supervisor shall attempt to meet with the employee within ten working days of being so notified.

If the matter is not satisfactorily resolved, the employee shall file a written complaint with the immediate supervisor, which should be filed within ten working days following the discussion with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within ten working days of the filing of the complaint.

If the employee feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the supervisor's disposition with the next level supervisor. The complaint should be filed within ten working days of the disposition by the supervisor. The same procedures and timelines shall apply through the chain of authority through the superintendent.

If the employee feels that the matter is not satisfactorily resolved, the employee may request to appear before the Board by filing the written complaint and the written dispositions with the Board secretary and ask for a place on the agenda. The Board secretary shall place the item on the Board's agenda. The employee may appear at the Board meeting and discuss the matter with the Board. The administrative staff may also discuss the matter with the Board. The Board may refuse in its sole discretion to take action on the complaint or the Board shall decide the matter as soon as practicable, and the Board secretary shall communicate the Board's decision to the employee. If the Board declines to decide the matter, the disposition of the superintendent or his/her designee shall be final.

**Non-interference.** All investigations, handling or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities.

**Discrimination and Harassment Complaints.** Employees alleging improper discrimination or harassment may bypass any step of these procedures that requires the employee to meet with the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, pursuant to District Policy No. 401.2E1.

Minam Van Heukelem 11/9/11 3:39 PM  
**Comment [21]:** Make sure these procedures don't conflict with anything in your collective bargaining agreement(s).

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

EMPLOYEE COMPLAINT FORM

Date Filed: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Building: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Home Telephone \_\_\_\_\_

E-mail: \_\_\_\_\_

Statement of Complaint (include specific statement of incident(s), dates, persons involved, witnesses, and any other pertinent facts):

Remedy Sought:

Date you held informal meeting with Immediate Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

EMPLOYEE COMPLAINT FORM

Date Received by Immediate Supervisor: \_\_\_\_\_

Response by Immediate Supervisor:

\_\_\_\_\_  
Signature of Immediate Supervisor      Date

I wish to have this reconsidered by the supervisor of my immediate supervisor.

\_\_\_\_\_  
Signature of Complainant      Date

\_\_\_\_\_  
Date Received by Next Level Supervisor

\_\_\_\_\_  
Date of Conference with Next Level Supervisor

Response by Next Level Supervisor:

\_\_\_\_\_  
Signature of Supervisor      Date

I wish to have this reconsidered by the Superintendent or his/her designee.

\_\_\_\_\_  
Signature of Complainant      Date

## COLLECTIVE BARGAINING

The Board recognizes its obligation to bargain in good faith on mandatory subjects of bargaining with employee organizations certified by the Public Employment Relations Board as the exclusive bargaining representatives of District bargaining units. The Board shall be responsible for determining the composition of the Board's negotiating team. The Board shall select a chief spokesperson who shall have the authority to represent the Board in collective bargaining. The Board retains its authority to approve and ratify the collective bargaining agreement.

The Board shall set the parameters and goals for the negotiating team. Periodic strategy sessions shall be conducted with the entire Board to maintain open communications with the team.

A public employee or any employee organization shall not negotiate or attempt to negotiate directly with a member of the Board of Directors if the Board has appointed or authorized a bargaining representative for the purpose of bargaining with the employees or their representative, unless the Board member is the designated bargaining representative.

Board meetings held to discuss strategy in matters relating to employment conditions of employees, whether covered by collective bargaining agreements or not, are exempt from the Open Meetings Law and may be held without advance notice and without the right of the public to be present. Negotiating sessions with certified employee organizations after the exchange of proposals shall be closed to the public, unless both the Board and the employee organization agree to hold the sessions in open. However, the session in which the employee organization presents its initial bargaining position and the session in which the Board presents its initial bargaining position shall be open to the public and subject to the Open Meetings Law.

| Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## PROFESSIONAL ETHICS

School personnel shall not act as agents or accept commissions, royalties or other gratuities for books or other school materials, the selection or purchase of which they may influence. Licensed personnel shall adhere to the standards of professional practices set forth by the Iowa Board of Educational Examiners and by District policies, rules and regulations.

Employees shall not use their positions with the District for personal financial gain from a private activity. Employees shall not use confidential information regarding students to further a private activity. Employees may not solicit students for contributions to or purchase from a private business. Employees shall not solicit contributions to nonprofit organizations without consent of the superintendent.

Approved 7/1/93Reviewed 12/12/11Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## TUTORING AND CONDUCTING PERSONAL BUSINESS

All instructional and extra-curricular services to students shall be provided as a part of the District's instructional and activity program. No employee shall accept fees or other compensation for private tutoring, lessons, coaching or any other educational services for District students during the school year or while under contract outside of the school year unless specific written approval is obtained in advance from the superintendent.

No District facilities, equipment, materials or supplies shall be used by any employee for private tutoring, lessons, coaching or any other educational services or for an employee's private business or activities without prior specific approval from the superintendent.

The Board of Directors, through its administration, retains all rights to determine when individuals and employees, when on school property or during working hours, may conduct personal business.

| Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## CONFLICTS OF INTERESTS

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease such solicitations as a condition of continued employment.

Miriam Van Heukelem 11/9/11 12:40 PM

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Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

No employee shall engage in any outside employment or activity that is in conflict with the employee's official duties and responsibilities. Situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to:

- (1) The outside employment or activity involves the use of the District's time, facilities, equipment and supplies or the use of the District badge, uniform, business card or other evidence of office to give the employee or member of the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated employees or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the State or the District for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours in which the employee performs service for the District.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each employee to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, an employee should not participate in any action relating to the issue from which the conflict arose.

Approved 7/1/93

Reviewed 12/12/11

Reviewed 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## GIFTS AND HONORARIA TO DISTRICT EMPLOYEES AND THEIR FAMILIES

Except as otherwise provided in this policy, no employee of the District or member of an employee's immediate family (spouse or dependent children) shall solicit, accept, or receive any gift or series of gifts, nor shall any employee of the District accept an honorarium if the donor is or is seeking to be a party to one or any combination of sales, purchases, leases, or contracts with the District or if the donor will personally be or is the agent of a person who will be directly or substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally.

A "gift" for purposes of this policy shall include anything of value in return for which legal consideration of equal or greater value is not given. However, the following gifts will not be prohibited:

- (1) a contribution to a candidate; or
- (2) informational material relevant to official functions, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written audio or visual format; or
- (3) anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary; or
- (4) an inheritance; or
- (5) anything available or distributed free of charge to the public generally; or
- (6) items received from a bona fide charitable, professional, educational, or business organization to which the employee belongs as a dues paying member, if the items are given to all members of the organization without regard to the individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received; or
- (7) actual expenses for food, beverages, registration, travel, and lodging for a meeting which is given in return for the employee's participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day(s) on which the employee has participation or presentation responsibilities; or
- (8) plaques or items of negligible resale value given as recognition for public services; or
- (9) non-monetary items with a value of \$3.00 or less received from one donor during one calendar day; or
- (10) items or services solicited by or given to, for purposes of a business or educational meeting, a state, national, or regional government organization in which the District is a member, or solicited by or given for purposes of a business or educational meeting, a state, national, or regional government organization whose membership and officers are primarily composed of state or local government officials or employees; or
- (11) items or services received as part of a regularly scheduled event that is part of a business or educational conference, seminar, or other meeting that is sponsored and directed by any state, national, or regional organization in which the District is a member, or received at such an event by members or representatives of members of state, national, or regional government organizations whose membership and officers are primarily comprised of state or local government officials or employees; or
- (12) funeral flowers or memorials to a church or nonprofit organization; or
- (13) gifts for an employee's wedding or 25th or 50th wedding anniversary; or
- (14) payment of salary or expenses by the District for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the District for attending the meeting; or
- (15) gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the recipient.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## GIFTS AND HONORARIA TO DISTRICT EMPLOYEES AND THEIR FAMILIES

- (16) actual registration costs for informational meetings or sessions that assist the employee in the performance of the person's official functions. The costs of food, drink, lodging, and travel are not "registration costs" under this paragraph. Meetings or sessions which the employee attends for personal or professional licensing purposes are not "informational meetings or sessions" under this paragraph.

An "honorarium" for purposes of this policy means anything of value that is accepted by, or on behalf of, an employee of the District, as consideration for an appearance, speech, or article. However, the following "honoraria" may be accepted:

- (1) payment of actual expenses for registration, food, beverages, travel, and lodging when the expenses relate directly to the day(s) on which the employee has participation or presentation responsibilities; or
- (2) a non-monetary item if the Board member, official or employee donates the item within 30 days to a public body, a bona fide educational or charitable organization, or the department of general services of the State of Iowa; or
- (3) a payment made to the employee for services rendered as part of the employee's private business, trade or profession if the payment is commensurate with the actual services rendered and is not made because of the person's status as a public official or public employee but, rather, because of the employee's special expertise or other qualifications.

This policy shall not prohibit District employees from receiving non-monetary gifts from or on behalf of students or groups of students for special occasions such as holidays, retirement, end of sessions, or periods of illness, provided the gift is not of excessive value and is not given to influence the employee's judgment in professional or official matters, but rather is given as a token of appreciation. No employee shall accept a monetary gift from or on behalf of a student or group of students.

It shall be the policy of the District to encourage students and their parents to donate an item for the District or for a classroom or activity in lieu of donating gifts personally to an employee.

It is the intent of the Board that District officials and employees be extremely cautious and circumspect about accepting any gratuity, favor, or gift. The acceptance of personal benefits raises suspicions that tend to undermine public trust.

Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## USE OF DISTRICT FACILITIES AND EQUIPMENT

Each licensed employee and supervisor will be issued keys or access codes to his/her assigned building and assigned room. All keys and access codes shall be turned in upon request of the administration. Employees are expected to conduct themselves in accordance with District policies and procedures at any time they are present on school grounds or in a school facility.

An employee desiring to use school facilities and equipment for non-school business shall be subject to the same terms and conditions as other persons.

| Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## DESKS, LOCKERS, AND STORAGE AREAS

Employees may be assigned desks, lockers, or other storage areas for their personal belongings. The District retains the right to inspect these areas at any time and for any reason and without notice, including to check for damage or for a violation of a District policy or rule. Employees have no expectation of privacy in the District desk, locker or other storage area. Employees are not to store any hazardous material, weapon, knife, controlled substance, or alcoholic beverage on District property, except that a small container of spray commonly used for personal protection may be stored on District property if the facility in which it is stored is locked.

Except in cases of emergency, if it is believed that an employee has a prohibited item inside a personal belonging such as a book bag, purse, or garment, the employee will first be asked to open the personal belonging. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present, including at least one administrator, at the time of the examination or inspection.

| Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## COMPUTER/INTERNET USAGE

**No Privacy Expectation.**

All of the District's automated systems, including electronic mail, voice mail, Internet access and electronic storage systems are District property. **The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages.** Files containing personal information or business of an employee are treated no differently than the District's files, and the employee has no expectation of privacy in such materials. To the extent that any computer or telecommunication activities are regulated by state or federal law, the District will observe all such regulations imposed upon it.

**Computers Owned by the District.**

Whether being used in the District or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts District assets and records in jeopardy. Employees are not to allow unauthorized persons access to District computer equipment whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the District shall be loaded on the computer.
- Passwords need to be kept in a discreet location.

**E-mail Usage Policy.**

District email accounts are to be used to conduct District business. As such, use of a District email account for personal communication should be minimal. Use of e-mail to engage in any communication in violation of District policies, including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is strictly prohibited.

Emails often contain confidential information or attachments, and employees are expected to take reasonable measures to ensure that this confidential information is not improperly disclosed to anyone other than the intended recipient of the email. Employees must use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong party.

E-mail and other electronic communications systems can be useful tools, permitting rapid and efficient communication with a large audience. This same strength can be a weakness, as a hastily written note may be subject to misinterpretation in the future, when the context is not so clear. This is particularly true when a message is subject to being forwarded, rerouted, or saved by others. For this reason, when sending electronic messages, you should keep the following test in mind: **"Would I be concerned if I had to read this message out loud, under oath, as a witness in a courtroom proceeding?"** If the answer to this question is "no," then your message is probably acceptable. If the answer to this question is "yes," you should not send the message.

Use of another user's name/account to access e-mail or the Internet is strictly prohibited.

**Internet Usage.**

Internet resources may be used only for purposes that effectively support the District's goals and objectives or for non-business purposes that are approved by the administration. The District has the ability and reserves the right to review records of use of the Internet.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Minam Van Heukelem 11/9/11 3:39 PM

**Comment [22]:** You have a few options here. I've suggested "should be minimal," but you can instead say "is discouraged" or "is prohibited." The problem with an absolute prohibition is that it's not likely to be enforced, leaving you open to claims of selective enforcement if you decide to take action against a person for personal use of email.

Minam Van Heukelem 11/9/11 12:58 PM

**Deleted:** This is critical because of the sensitive nature of the documents employees are often asked to e-mail.

Minam Van Heukelem 11/9/11 12:57 PM

**Deleted:** If that possibility does not concern you

## COMPUTER/INTERNET USAGE

The District will not be responsible for maintaining or payment of personal Internet accounts.

Employees must respect all copyright and license agreements regarding software or publications they access from the Internet. The District will not condone violations of copyright laws and licenses, and employees will be personally liable for any fines or sanctions caused by any license or copyright infringement.

#### Inappropriate Uses of Internet and/or E-mail.

The District strictly prohibits the following inappropriate uses of the Internet (including e-mail):

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that disparage the products or services of other entities.
- Communicating information that could be perceived as an official District position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any activity that could be interpreted as bullying, harassment, or retaliation, as defined by federal or state law or District policy.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any District policies or standards.
- Operating a personal business or using the Internet as provided by the District for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.

Employees' e-mail/Internet access may be monitored without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate discharge, depending upon the seriousness of the violation.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [23]:** Have you considered adopting a social networking policy to govern use of Facebook, Twitter, etc? If you are interested, we can discuss some options for crafting a policy. There is no one-size-fits-all policy, and any policy should be crafted with the needs and interests of your community in mind.

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## PERSONAL TELEPHONE CALLS

The Board of Directors recognizes the need of its employees to receive and make telephone calls during working hours from time to time. Telephone calls related to the educational program will be paid for by the District.

Personal telephone calls should be kept to the absolute minimum. Employees are expected to exercise discretion in making and receiving telephone calls during working hours. Except in the case of an emergency, personal calls should be made during the employee's lunch, break or preparation time.

No personal long distance telephone calls shall be billed to the District. Employees shall charge all personal long distance calls to their home phone or credit card.

Miriam Van Heukelem 11/9/11 1:01 PM  
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| Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## POLITICAL ACTIVITY

Employees shall not engage in political activities upon District property or during a student activity. Activities prohibited include, but are not limited to, posting of political signs, circulars or petitions, the distribution of political circulars or petitions, the collection of and/or solicitation for campaign funds, solicitations for campaign workers, the use of students or equipment for writing, drawing or addressing political materials, using District telephones, reproduction and computer equipment, for solicitations or to poll or to urge a particular vote, wearing political buttons, and the distribution of such materials to or by students.

This prohibition does not extend to the use by teachers of political literature, or the invitation of political candidates to their classes, as a means of instruction. Teachers are encouraged to develop with their students a full range of political perspectives, for educational or instructional purposes.

Employees may engage in political activities of their choosing on their own time off District premises. Employees may attend political caucuses and events on District property which are open generally to the public.

Miniam Van Heukelem 11/9/11 3:39 PM

**Comment [24]:** Whether you include this language is up to you, but it helps clarify the scope of the prohibition and leaves teachers free to engage in legitimate civic education activities.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## SOLICITATIONS FROM OUTSIDE

Generally, employees should be free from solicitations at their place of employment. No organization or individual may solicit employees or distribute flyers or other materials within school facilities or on school grounds without the approval of the superintendent.

The superintendent may approve campaigns for solicitation on school property. However, no employee shall be required to pledge money.

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [25]:** Make sure that decision-making is content-neutral, to avoid claims that certain campaigns are being given preference based on political, religious, or other affiliation.

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Miriam Van Heukelem 11/9/11 1:49 PM

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| Approved 7/1/93

| Reviewed 12/12/11

| Revised 3/10/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## PERSONNEL INVOLVEMENT IN DECISION-MAKING

Input shall be actively sought from District personnel regarding the desired educational program and ancillary services. Personnel with suggestions for changes, improvements and innovations shall take the suggestions initially to the administration. Personnel may be asked to make presentations to the Board of Directors.

Approved 7/1/93Reviewed 12/12/11Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## PUBLICATION OR CREATION OF MATERIALS

Materials created by an employee and the financial gain there from shall be the property of the District if school materials and/or time were used in their creation and/or such materials were created in the scope of the person's employment. If the work or activity may interfere with the employee's primary responsibility, the employee must seek written approval of the superintendent.

| Approved 7/1/93Reviewed 12/12/11Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## REPORTING CHILD AND DEPENDENT ADULT ABUSE

Any licensed employee, including certified para-educator, holders of coaching authorization, and community college instructors, who believes or has reason to believe that a student has been abused or neglected as defined by law by a person responsible for the student's care, shall see that such child abuse or neglect, dependent adult abuse or neglect, or suspected abuse or neglect, is reported to the Department of Human Services in compliance with the law. The District shall arrange for licensed staff members to complete training relating to the identification and reporting of child or dependent adult abuse. It is also the policy of the District that all employees are required to report to the Level One investigator any suspected cases of physical or sexual abuse of students by District personnel pursuant to the District's policy. Reports should be made as soon as practicable upon the employee obtaining the information that leads to the suspicion of abuse.

Miriam Van Heukelem 11/9/11 3:39 PM

**Comment [26]:** I haven't reviewed your Chapter 102 policy and procedures, so I can't verify whether they are in compliance with ch. 102.

Miriam Van Heukelem 11/9/11 1:07 PM

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Approved 7/1/93

Reviewed 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## CHILD AND DEPENDENT ADULT ABUSE REPORTING REGULATION

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse that they become aware of within the scope of their professional practice. A "child" is defined as a person under 18 years of age.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report are immune from liability.

### Child Abuse Defined

"Child abuse" is defined as:

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional.
- The commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child. (*Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.*)
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so, or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone should not be considered abusing the child.
- The failure to provide for the adequate supervision of a child means the person failed to provide proper supervision of a child that a reasonable and prudent person would exercise under similar facts and circumstances and the failure resulted in direct harm or created a risk of harm to the child.
- The acts or omissions of a person responsible for the care of a child that allow, permit or encourage the child to engage in acts prohibited pursuant to Iowa Code section 725.1 (which deals with prostitution).
- An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.
- The person responsible for the care of a child has, in the presence of the child, manufactured a dangerous substance, or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudo ephedrine, or its salts, with the intent to use the product as a precursor or an intermediary to a dangerous substance.
- The commission of bestiality in the presence of a minor by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## CHILD AND DEPENDENT ADULT ABUSE REPORTING REGULATION

- Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry under Iowa Code chapter 692A for an act of child endangerment.
- Knowingly allowing a child to access obscene material, as defined by Iowa law, or knowingly disseminating or exhibiting such material to a child.

Miniam Van Heukelem 11/9/11 1:31 PM  
 Deleted: Cohabitation by a person responsible for the care of the child with a person on the sex offender registry, unless the person responsible for the care of the child is married to or the parent of the registered sex offender.

Teachers in public schools are not "persons responsible for the care of the child" under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

**Reporting Procedures**

Licensed employees are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services when the employee reasonably believes from knowledge obtained within the scope of employment that a child has suffered from abuse. If the licensed employee has reason to believe that immediate protection for the child is advisable, the employee shall also make an oral report to an appropriate law enforcement agency. Within forty-eight hours of an oral report, a written report must be filed with the DHS.

District employees shall report orally to the following:  
Department of Human Services Child Protection Investigation Unit

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the information.

- name, age, and home address of the child;
- name and home address of parents, guardians or other persons believed to be responsible for care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
  - description of nature and extent of injuries, including evidence of previous injuries;
  - name, age, and condition of other children in the same home;
  - any other information considered helpful in establishing the cause of the injury to the child, the identity of the person(s) responsible for the injury, or in providing assistance to the child; and
  - name and address of the person making the report.

**Cooperation**

It is not the responsibility of employees to prove that a student has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The DHS is responsible to investigate the incident of alleged abuse. All employees shall cooperate in good faith with the Department of Human Services in an investigation. The Department of Human Services has the right to come to the school where the student named in a report is located. The administrators must cooperate with the investigation by providing confidential access to the student named in the report and to other children for the purpose of interviewing the child(ren) to obtain relevant information.

Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## TRANSPORTING STUDENTS

Generally, transportation of students shall be in a motor vehicle owned by the District and driven by a District driver. In some cases it may be more economical or efficient for the District to allow other employees of the District to transport students in their personal motor vehicles or in a school district motor vehicle other than a school bus.

School district employees who transport students for school purposes must have the permission of the superintendent.

| Approved 7/1/93

Reviewed 12/12/11

Revised 3/10/08

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## EMPLOYEE USE OF CELL PHONES

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure safety and security of people and property while on school district property or engaged in school-sponsored activities.

The Board authorizes the purchase and employee use of cell phones as deemed appropriate by the superintendent. School district-owned cell phones shall be used for authorized school district business purposes, consistent with the school district's mission and goals. Personal use of cell phones is prohibited except in emergency situations. Any expenses incurred for such personal use, including but not limited to charges for minutes, text messages, or data, shall be reimbursed by the employee to the school district.

Use of cell phones in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phone for authorized school district business.

Employees may possess and use cell phones during the school day as outlined in this policy. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving within the scope of the employee's duties, except in the case of an emergency. This prohibition includes using the cell phone to talk, to write or read a text message, or to use any other function of the phone, including internet capability, that a reasonable person would believe would distract or impair the employee.

Miriam Van Heukelem 11/9/11 3:08 PM

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Cell phones are not to be used for conversations involving confidential information. School district-provided cell phones devices are not to be used by any person other than the employee to whom the device has been assigned.

Miriam Van Heukelem 11/9/11 1:36 PM

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School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped.

Employees violating the policy will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

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Approved 3/7/11

Reviewed 12/12/11

Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## EMPLOYEE USE OF CELL PHONES REGULATION

Cell phone usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential information either verbally or written. Employees should be aware that such information could be subject to disclosure in a judicial or administrative proceeding.
3. Employees are prohibited from using a cell phone while driving, unless in the case of an emergency, unless the vehicle has come to a complete stop.
4. Cell phones are provided specifically to carry out official school district business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies.
5. Personal use of school district-provided cell phones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official school district duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on school district or other public telephones.
6. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the superintendent who will in turn notify the service provider. Reckless or irresponsible use of school district equipment, resulting in loss or damage may result in the employee having to reimburse the school district for any associated costs of replacement or repair.
7. Cell phones and any other school district issued communication equipment issued for employees are to be returned to the board secretary at the conclusion of the school year, activity, or as otherwise specified, or immediately upon request of District administration.

Cell phone authorization – School district-provided cell phones may be purchased and authorized for staff use in accordance with the following guidelines:

Cell phones may be assigned or made available on a temporary basis, by the superintendent, when it is determined:

1. The assignment of a cell phone device to the employee is a prudent use of school district resources;
2. The employee's job responsibilities require the ability to communicate frequently and access to a school district or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the safety of individuals and security of school district property.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## EMPLOYEE USE OF CELL PHONES REGULATION

Cell phone business procedures

School district employees may be reimbursed for use of privately owned cell phones to conduct school district business in accordance with board policy and this regulation, with prior approval of the superintendent.

1. Requests for reimbursement for authorized use of employee owned cell phones are to be submitted on school district provided forms accompanied by a copy of the billing statement with the school district business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required. The employee's immediate supervisor must sign-off on the billing statement verifying the calls were school district business related. School district reimbursement for authorized use of employee owned cell phones will be made in conformance with school district payment procedures. Requests for reimbursement, including the highlighted billing statement must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
2. On a monthly basis all personal calls on a district-provided cell phone are to be highlighted on the billing statement by the user. A notation for each highlighted entry indicating the nature of the call is required. The cost of all personal calls made/received by an employee are to be totaled and a check written for the amount to the school district. Requests for reimbursement, including the highlighted billing statement must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.

Approved 3/7/11Reviewed 12/12/11Revised 12/12/11

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADM CSD 11/10/11 9:14 AM

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ADM CSD 11/10/11 9:14 AM

Deleted: Reviewed 3/7/11

## SUBSTITUTES

It is the policy of the Board of Directors to attempt to hire properly certificated, licensed or qualified individuals to substitute for absent employees. Substitute employees shall be retained by the administration and not by the individual employee. The superintendent shall maintain a personnel file on all licensed substitute employees that shall include their licenses and educational transcripts. Individuals on a substitute list are not employees of the District unless and until they fulfill an actual assignment with the District. The substitute shall have an employment relationship only for the duration of their actual assignment.

Licensed substitutes shall be paid at a daily rate set by the Board of Directors. The licensed substitute shall be paid for at least one-half day. Licensed substitute teachers employed for ten (10) or more consecutive days in the same assignment will be paid a per diem salary rate calculated from the BA base salary per diem rate, exclusive of Teacher Salary Supplement funds. This per diem rate shall apply only for the consecutive days in excess of ten in the same assignment.

Miniam Van Heukelem 11/9/11 1:43 PM  
Deleted: Teacher Quality

THIS IS OK



Approved 7/1/93

Reviewed 12/12/11

Revised 12/12/11

ADM CSD 11/10/11 9:15 AM

Deleted: Revised 3/10/08

ADM CSD 11/10/11 9:15 AM

Deleted: Reviewed 3/10/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## STUDENT TEACHERS-INTERNS

It is the policy of the Board of Directors to cooperate with higher educational institutions in the practical preparation of future teachers. The superintendent has the authority to reject or accept any student teacher or intern applicant or institution. Fees paid by the higher education institutions for supervision will be paid to the District's supervising teachers. The supervising teacher must provide the student teacher or intern with sufficient supervision, and retains responsibility for the adequate supervision of the students in that class.

Approved 7/1/93Reviewed 12/12/11Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

## VOLUNTEERS

The Board welcomes and recognizes the contributions made by volunteers in the schools. Volunteers may work in the presence or absence of professional instructional staff under the direction, supervision and control of the professional staff. Volunteers must abide by District policies, rules and regulations. Volunteers serving as coaches must have a coaching endorsement or authorization. Any individual who has been convicted of a sex offense against a minor shall not be eligible to serve as a volunteer with the District under any circumstances.

Approved 7/1/93Reviewed 12/12/11Revised 12/12/11

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Central Office Staff

QUALIFICATIONS

1. High school diploma.
2. Working knowledge of basic office procedures.
3. Strong written and verbal communication skills.
4. Ability to maintain confidentiality.
5. Ability to work under the stresses of interruption and varying schedule.
6. Ability to work without constant supervision.
7. Ability to work well with others

REPORTS TO Business Manager

JOB GOAL To assist in the efficient operation of the Central Office so that maximum benefit will be realized by the educational program.

PERFORMANCE RESPONSIBILITIES

1. Answers telephone and routes call or handles appropriately.
2. Sorts and distributes incoming mail.
3. Operates copy machine for central printing for school district.
4. Orders supplies and arranges for maintenance and repair of copy machine.
5. Maintains district-wide inventory. ✓
6. Prepares district newsletter for mailing.
7. Performs bookkeeping tasks associated with back-up of accounts payable ✓ specialist.
8. Assists central office staff to complete assigned tasks.
9. Assists with student information system input. ✓
10. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
11. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on January 9, 2012

Revised January 9, 2012

## **Student Teaching Agreement**

**This agreement**, made and entered into by and between **Central College (Institution)**, and **Adel-De Soto-Minburn Community (School District)** in accordance with the Code of Iowa, establishes the terms and conditions under which student teachers ("students") from the Institution will perform duties with Mentor teachers ("teachers") in the school district.

### **1.0 Scope of Agreement**

- 1.1 This Agreement establishes procedures for: the placement, assignment, termination, change of assignment, supervision, evaluation, status and authority of Students, and compensation for Teachers.

### **2.0 Placement**

- 2.1 The placement of Students shall be accomplished on a cooperative basis involving both the Institution and the School District
- 2.2 Placement shall be initiated by the appropriate Institution personnel by communication with the appropriately designated School District personnel.
- 2.3 The Institution may refuse the services of any Teacher, but such refusal shall not be based on age, religion, creed, color, sex, national origin, disability, veteran status, or sexual orientation.
- 2.4 The School District may refuse the services of any Student, but such refusal shall not be based on age, religion, creed, color, sex, national origin, disability, veteran status, or sexual orientation

### **3.0 Assignment**

- 3.1 Only one Student shall be assigned to a Teacher, unless other arrangements are mutually agreed upon by the Institution and School District.
- 3.2 The Student shall be on duty each regularly scheduled school day for the length of time that is required by the Teacher. The Student shall follow the schedule of the School District, not the Institution's schedule.
- 3.3 An assignment consists of, but is not limited to: recess duty, conference periods, homeroom, activity periods, preparation periods, all other duties performed during the regular school day, correcting papers, preparing lesson plans and special projects.
- 3.4 The Student's assignment shall be completed during one semester unless an extension is necessary due to a reason beyond the control of the parties involved

3.5 The Student shall report directly to the Principal's office the first day of the assignment

3.6 The Student will be invited to participate in all pre-service and in-service workshops conducted during the time of their assignments.

#### 4.0 Duration, Termination and Change of Assignment

4.1 This Agreement begins on July 1, 2011 and terminates on June 30, 2012.

4.2 The Institution or School District may terminate or change assignment of any Student at any time for any reason. Each party shall notify the other party of its action as soon as practicable.

#### 5.0 Supervision and Evaluation of Student Teachers

5.1 The Institution shall designate an appropriate person who will serve as supervisor of the Student, in cooperation with the Teacher.

5.2 The Student shall comply with all the policies, rules, and regulations of the School District and the Code of Ethics of the profession.

5.3 Each Teacher shall keep an accurate record of the Student's attendance.

5.4 The Student shall notify the Teacher of planned absences, at least two weeks prior to the absence, or a minimum of 24 hours advance notice, where practicable, in the event of an emergency.

5.5 The School District shall notify the Institution if a Student is absent without notification to the Teacher.

5.6 The appropriate personnel of the Institution, the Teacher, and the Student shall, and others from the Institution or School District who are knowledgeable about the performance of the Student may, be involved in the evaluation process.

#### 6.0 Status and Authority of Student Teachers

6.1 The Student shall have status and authority in accordance with Section 272.27 of the Code of Iowa (1997), as amended.

#### 7.0 Compensation for Mentor Teachers

7.1 The Institution agrees to directly compensate the Teacher, or the School District. The Institution shall pay the teacher, or the School District \$200.00 for each student who completes a 16-week assignment, \$100 for each student who completes an 8-week assignment. If a Student completes one-third or less of the assignment, the Teacher shall be entitled to one-half of the amount.

- 7.2 The Institution shall pay the Teacher at the completion of the assignment, and upon completion and submittal of all required information to the Institution.
- 7.3 The School District agrees to provide to the Institution each Teacher's name, address, and social security number.

8.0 Miscellaneous

- 8.1 This Agreement shall be interpreted in accordance with the laws of the State of Iowa, and any action relating to this Agreement shall only be commenced in the Iowa District Court in Polk County, or in the United States District Court for the Southern District of Iowa.
- 8.2 Neither party may assign this Agreement without the express written consent of the other party
- 8.3 Failure by either party at any time to require strict performance of any provision of this Agreement shall not constitute a waiver of that provision nor in any way limit enforcement of the provision.
- 8.4 This Agreement may be amended in writing by mutual consent of both parties.
- 8.5 Each Party represents and warrants to the other that:
  - a) It has the right, power, and authority to enter into and perform its obligation under this Agreement.
  - b) It has taken all requisite action (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Agreement, and this Agreement constitutes a legal and binding obligation upon itself in accordance with its terms
- 8.6 All the terms, provisions, and conditions of this Agreement shall be binding upon and inure to the benefit of the parties here to and their respective successor, assigns, and legal representatives.
- 8.7 The paragraph headings or captions are for identification purposes only and do not limit or construe the contents of the paragraphs.
- 8.8 Severability. If any section, provision or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision or part thereof not found to be invalid or unconstitutional.
- 8.9 Entire Agreement. This Agreement represents the entire agreement between School District, and the Institution. Any subsequent change or modification the terms of this Agreement shall be in the form of a duly executed supplement to this Agreement.

8.10 Any notice required under this Agreement shall be given to each party at the address listed below:

**SCHOOL DISTRICT**

Adel-De Soto-Minburn Community

**INSTITUTION**

Central College

Attn: Greg Defoe  
801 Nile Kinnick Dr. South  
Adel, IA 50003

Attn: Joy Prothero  
Director, Student Teaching/Licensure  
812 University St.  
Pella, IA 50219

This Agreement is executed this date \_\_\_\_\_

**APPROVED**

\_\_\_\_\_  
Authorized District personnel

\_\_\_\_\_  
Title

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

Margaret Tungseth  
Margaret Tungseth  
Vice President for Finance and Administration/Treasurer  
Central College

Date: 12/15/2011



# Iowa Department of Education



SELECT Proposed Growth School Year: <b>2012-2013</b> <input type="button" value="Go"/> Related Follow-Up "Service Summary Report" Year: 2010-2011	Form: <b>02. Returning and Potential Dropouts</b> <input type="button" value="Go"/> <input type="button" value="Exit"/> District: 0027 School: 0000 Name: Adel DeSoto Minburn Comm School District
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Iowa Department of Education  
 Bureau of Student and Family Support Services  
**2012-2013 Modified Allowable Growth Application for Dropout Prevention**  
**Returning and Potential Dropouts**  
 District Application and Initial Certification Due December 15, 2011  
 State Approval Due January 15, 2012  
 State Certification Completed after SBRC Approval

You must click SAVE/UPDATE to save changes. . . the GO, HELP, and EXIT buttons do NOT save changes!

Please be prepared to complete the entire form.

Web Cast - Form 2 Upon clicking the WEB CAST link a new web page opens up in a new browser window. The current web browser window will remain open.

Instructions and Help:  Upon clicking the HELP button, to the left, a new web page opens up in a new browser window. The current web browser window will remain open.

**Update Successful!**

<b>Identification of Students</b>	
2013 Describe the thresholds that the district sets to define each of the following populations:	
The titles are also links to general HELP for each item.	
<b><u>Attendance</u></b> Excessive absences, truancy, or frequent tardiness <input type="checkbox"/> Students with < 89% attendance <input type="checkbox"/> Students reported for truancy > 8 absences per semester <input type="checkbox"/> Students who are tardy > 30% of the time <input checked="" type="checkbox"/> Other description for attendance Explain in text box, see "Other Descriptions" section below.	<b><u>No Connection to School</u></b> Limited/no extracurricular participation, lack of identification with school, expressed feelings of not belonging <input checked="" type="checkbox"/> Students who are/have been expelled <input type="checkbox"/> Students who have been suspended >= 3 days <input type="checkbox"/> Students who have moved multiple times during the year <input checked="" type="checkbox"/> Students who report being bullied/harassed <input type="checkbox"/> Students with > 3 Office Referrals in the last month <input type="checkbox"/> Students who returned/transitioning back from placement <input checked="" type="checkbox"/> Documented statements made about hating school <input checked="" type="checkbox"/> No participation in school activities (teen parents, job responsibilities) <input checked="" type="checkbox"/> Other description for engagement data and no connection to school Explain in text box, see "Other Descriptions" section below.
<b><u>Credit Accrual/Progressing in School</u></b> Poor grades, including but not limited to, failing in one or more school subjects or grade levels <input checked="" type="checkbox"/> Over-aged/under-credited <input type="checkbox"/> Failing >= 2 classes at the MS/HS level <input type="checkbox"/> Failing Lang Arts or Math (specifically) in MS/HS level <input type="checkbox"/> Failing any class <input type="checkbox"/> Retained in elementary or MS <input checked="" type="checkbox"/> Other course competency description -- credits/failing/retained Explain in text box, see "Other Descriptions" section below.	<b><u>Low Achievement in Reading or Math</u></b> Scores in reading or math 2.0 years or more below grade level <input type="checkbox"/> Scores in reading or math that are 2.0 grade levels below peers <input checked="" type="checkbox"/> 4th-8th grade mid-year ITBS scores < 25th percentile NSS <input checked="" type="checkbox"/> 9th-12th grade mid-year ITBS scores < 30th percentile NSS
<b>Other Descriptions for Attendance, or Credit Accrual/Progressing in School, or No Connection to School</b> Any of the 3 "Other" checkboxes indicate this narrative is in use. Please state which indicator(s).	

**Attendance:**

High school students with 7 or more absences in a semester. This includes a combination of days absent and/or tardy to school.

PK-8 students with 10 or more absences in a semester. This includes a combination of days absent and/or tardy to school.

Three or more unexcused absences is identified as excessive absences.

The maximum number of characters allowed, including spaces and punctuation, is 1,000.

The current character count is 974.

ITEM	Description	Count	Percent
1.	Number of Certified Enrollment for October 2011 Certified Enrollment for 2011-2012, for which the data is used in the Oct. 2011 Summary, was found and certified on 10/14/2011 4:02:17 PM.	1,435.2	
2.	Number of returning dropouts included in Certified Enrollment count (grades 7-12)	1.0	0.07%
3.	Number of returning dropouts excluded in Certified Enrollment count (grades 7-12)	0.0	0.00%
4.	Number of potential dropouts defined by thresholds/criteria to be served in the described programs (K-12)	169.0	11.78%
5.	Total Number of returning dropouts and potential dropouts	170.0	11.85%

*NOTE: All percentages will automatically be calculated using the Certified Enrollment figure identified above when the Update button is pressed. The maximum modified allowable growth for the district will be calculated using a 5 percent limitation identified in 257.38*

### State Reader's Dialogue with District and Approval Process for the Returning and Potential Dropouts Form

Reader's Dialogue Last Modified by State: Reader Indicators Not Yet Modified

This section is completed by the State after the district certifies MAG/DoP. Following is the State's feedback to the district regarding the Returning and Potential Dropouts form and what to do if all or part of the form is not approved by the State Reader.

Is the Returning and Potential Dropouts form approved by the State Reader?	No approval status at this time.
Items for review:	
State Reader's dialogue with district:	No dialogue at this time.

For questions regarding this form, please contact:  
Email: MAG Dropout Prevention, Phone: 515-281-5718  
Bureau of Student and Family Support Services



# Iowa Department of Education



SELECT Proposed Growth School Year: <input type="text" value="2012-2013"/> <input type="button" value="Go"/> Related Follow-Up "Service Summary Report" Year: 2010-2011	Form: <input type="text" value="03. Proposed Service Summary"/> <input type="button" value="Go"/> <input type="button" value="Exit"/>
District: 0027 School: 0000 Name: Adel DeSoto Minburn Comm School District	

Iowa Department of Education  
Bureau of Student and Family Support Services

## 2012-2013 Modified Allowable Growth Application for Dropout Prevention

# Proposed Service Summary for 2012-2013

District Application and Initial Certification Due December 15, 2011

State Approval Due January 15, 2012

State Certification Completed after SBRC Approval

Web Cast - Form 3 Upon clicking the WEB CAST link a new web page opens up in a new browser window. The current web browser window will remain open.

Instructions and Help:  Upon clicking the HELP button, to the left, a new web page opens up in a new browser window. The current web browser window will remain open.

For the 2014 application year, changes to this form will necessitate that Districts be more specific.

Budget line items and proposed professional development plans will be assigned to individual programs.

Click here for  of services/actions. Click here for Information on .

Clicking the above help buttons will open the information in a separate browser window. All browser windows will remain open until you close them individually.

**Iowa Code Section 257.40(1): Approval of Programs for Returning Dropout or Dropout Prevention:** Beginning January 15, 2007, the department shall submit an annual report to the chairpersons and ranking members of the senate and house education committees that includes the ways school districts in the previous school year used modified allowable growth approved under subsection 1; identifies, by grade level, age, and district size, the students in the dropout and dropout prevention programs for which the department approves a request; describes school district progress toward increasing student achievement and attendance for the students in the programs; and describes how the school districts are using the revenues from the modified allowable growth to improve student achievement among minority subgroups.

**Parts to this Form**

- A list of prior year's entries, if available, from which to copy (or read) one or more programs from the prior year.
- An area for the district to enter one or more new programs.
- Once a district has added one or more programs, there is a list of the most current year's additions from which to work.
- An area for the district to enter a professional development activities. An explanation must be provided whether dropout prevention funds will be used to support specific professional development.
- In the section *State Reader's Dialogue with District and Approval Process* the State will indicate whether this form is approved, or not; and if not, why.
- An instructions/help page for completing forms. [Link to INSTRUCTIONS](#)

LIST OF PRIOR YEAR'S ENTRIES FROM WHICH TO READ OR COPY OR USE AS A TEMPLATE:

**Proposed Service Summaries** (if new) **from 2011-2012 and**  
**Service Summary Reports from 2009-2010**

[Show Prior Year List](#)

To review the prior year Dropout Prevention Program records or Alternative School records, click the "Show Prior Year List" button.  
 Once displayed, this section contains the INSTRUCTIONS for CONTINUING PROGRAMS that were entered in prior years.

**Dropout Prevention Program** [\(link\)](#)INSTRUCTIONS for reading Program entries. [\(link\)](#)

LIST OF THIS YEAR'S WORKING ADDITIONS:

**Projections for 2012-2013**

	Type	Name/Title	School Level	Targeted Audience	Program Focus	Research Based/Evidence Based Strategies
	Program	Student Success Skills	<ul style="list-style-type: none"> <li>• Elementary</li> <li>• Middle School/Junior High</li> <li>• High School</li> </ul>	Potential Dropouts: <ul style="list-style-type: none"> <li>• Connection/Participation</li> <li>• Achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Progressing in School</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Interpersonal Skills</li> <li>• Problem Solving/Conflict Resolution</li> </ul>

**Read**

Continued or New? New

New Program Explanation:

PLEASE SEE DATA TO BE REVIEWED ON 10-11 Service summary report. when that is filled in it will appear here.

Student Needs Addressed:

Students referred to this program are not proficient in reading and do not have a connection to school (social skills, anger management, making friends, etc.) They need skill building and goal setting assistance.

Projected/Expected Outcomes 2012-2013:

Projected/Expected number of students served in/by this program: 12.0

85% of the Elem/MS students will increase their reading skills  
 85% of the students will decrease the number of office referrals per quarter/semester/trimester  
 75% of the students will pass all of their classes  
 XX% of the students will participate in a minimum of 1 extracurricular/club/peer based activity/community based group/agency

Date Modified: 1/4/2012 3:19:32 PM

#### Actual Results/Outcomes reported for 2010-2011

See form 05 to add/edit the Actual Results/Outcomes reported for 2010-2011.

Actual number of students served in/by this program: 13

For student counts displaying 0, the information may not have been required in this year.

85% of the Elem/MS students increased their reading skills

86% of the HS students passed all of their classes

#### Actual Results/Outcomes reported for 2009-2010

Data from this year can no longer be changed/updated.

Actual number of students served in/by this program: N/A

For student counts displaying 0, the information may not have been required in this year.

Outcomes, and students served, are not available from this web application in this year.

#### Actual Results/Outcomes reported for 2008-2009

Data from this year can no longer be changed/updated.

Actual number of students served in/by this program: N/A

For student counts displaying 0, the information may not have been required in this year.

Outcomes, and students served, are not available from this web application in this year.

	Type	Name/Title	School Level	Targeted Audience	Program Focus	Research Based/Evidence Based Strategies
	Program	Strategic Reading	<ul style="list-style-type: none"> <li>• Middle School/Junior High</li> <li>• High School</li> </ul>	Potential Dropouts: <ul style="list-style-type: none"> <li>• Credit/Pass</li> <li>• Connection/Participation</li> </ul>	<ul style="list-style-type: none"> <li>• Progressing in School</li> </ul>	<ul style="list-style-type: none"> <li>• Individual or Small Group Reading/Math</li> </ul>
Read	Continued or New? New <b>New Program Explanation:</b> continued from last year <b>Student Needs Addressed:</b> Students are referred to this program who demonstrate significant reading comprehension achievement issues.					
	<b>Projected/Expected Outcomes 2012-2013:</b> Projected/Expected number of students served in/by this program: 30.0 65% of the students will increase their reading skills 100% of the MS students will be promoted 40% of the HS students will pass all of their classes  Date Modified: 1/4/2012 3:18:09 PM  <b>Actual Results/Outcomes reported for 2010-2011</b> See form 05 to add/edit the Actual Results/Outcomes reported for 2010-2011.					

Actual number of students served in/by this program: 11  
 For student counts displaying 0, the information may not have been required in this year.  
 64% of the students increased their reading skills by 16.1%  
 27.2% of the students had no D's or F's

PICK ONE OF THESE TO REPORT IN ADDITION TO THE READING SKILLS (align it with the data reviewed)

0% of the students increased their average daily attendance

#### Actual Results/Outcomes reported for 2009-2010

Data from this year can no longer be changed/updated.

Actual number of students served in/by this program: N/A

For student counts displaying 0, the information may not have been required in this year.

Outcomes, and students served, are not available from this web application in this year.

#### Actual Results/Outcomes reported for 2008-2009

Data from this year can no longer be changed/updated.

Actual number of students served in/by this program: N/A

For student counts displaying 0, the information may not have been required in this year.

Outcomes, and students served, are not available from this web application in this year.

Type	Name/Title	School Level	Targeted Audience	Program Focus	Research Based/Evidence Based Strategies
Program	DMACC Success Center	<ul style="list-style-type: none"> <li>High School</li> </ul>	Returning Dropouts(7-12)	<ul style="list-style-type: none"> <li>Completing School</li> </ul>	<ul style="list-style-type: none"> <li>Individualized Learning</li> <li>Use of Technology</li> <li>Alternative Program</li> </ul>
<p><b>Continued or New?</b> Continued</p> <p><b>Student Needs Addressed:</b>            Returning dropouts use the DMACC Youth Consortium for correspondence courses that transfer back for an ADM diploma.</p> <p><b>Projected/Expected Outcomes 2012-2013:</b>            Projected/Expected number of students served in/by this program: 5.0            90% of the students will graduate (but not with cohort group)            10% of the students will return next year            0% of the students dropped out</p> <p><b>Date Modified:</b> 12/17/2011 11:03:06 AM</p> <p><b>Actual Results/Outcomes reported for 2010-2011</b>            See form 05 to add/edit the Actual Results/Outcomes reported for 2010-2011.            Actual number of students served in/by this program: 8            For student counts displaying 0, the information may not have been required in this year.            50% of the students graduated (but not with cohort group)            38% of the students returned this year            12% of the students dropped out</p> <p>*****</p> <p><b>Results/Outcomes for 2009-2010:</b>            Actual number of students served in/by this program: 5.0            40% of the students graduated (but not with cohort group)</p>					

Read