



ANKENY COMMUNITY SCHOOL DISTRICT

2021-2022
ANKENY SCHOOLS
STAFF HANDBOOK

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ANKENY COMMUNITY SCHOOL DISTRICT

THIS HANDBOOK'S PURPOSE.

This handbook serves as a guide to help Ankeny Community School District ("District") employees understand and successfully implement some of the district's most commonly-encountered policies and procedures. It also includes direction on insurance, leave, and other benefits for staff, as well as contact information and links to support staff in finding more detailed instructions on some aspects of the employee experience. This handbook is informational in nature and is designed to be read in concert with collective bargaining agreements, Board Policy, and relevant law. Its provisions are subject to change.

This handbook is not intended to create any contractual rights. When there is a conflict between the handbook and the collective bargaining agreement, the agreement will supersede. The District reserves the right to change the terms of this handbook at any time.

Unless otherwise stated in an employment agreement, contract, or negotiated written agreement, employment with the Ankeny Community School District is at-will.

DISCRIMINATION STATEMENT

Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Kenneth Morris, Jr., Director of Equity, 306 SW School Street, P.O. Box 189, Ankeny, Iowa, 50021-0189, (515) 965-9600, kenneth.morris@ankenyschools.org; or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, Iowa, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor , Chicago, IL 60604, (312) 730-1560, OCR.Chicago@ed.gov.



HOW TO USE THIS HANDBOOK

The handbook is designed to guide your experience in the District during the 2021-2022 school year. Our aim is for the handbook to be your resource for putting District policies and procedures into practice in a way that helps you, your colleagues, the community, and the students you serve have a successful year. We encourage you to print the handbook and/or bookmark it on your browser so you can easily reference it when you need it.

As you review the handbook, you'll notice a few items that we hope will help you make the handbook your first stop as you're navigating issues that arise during the year. These include:

- ▶ Organization: Thanks to your feedback, the material in this handbook is organized by topic instead of alphabetically. We hope you'll tell us if this new format works for you or if we should try something new next year.
- ▶ Section Headings: We've identified a few headings to divide up the content. As we release new updates and guidance throughout the year, we'll let you know which section we're referencing. If you want to add these updates to the relevant part of the handbook so materials about the same topic are grouped together, you can do so.
- ▶ Notes Column: We've included space for note taking throughout. Feel free to use this space to do things like think through how you'll put these policies and practices into action, to jot down ideas from trainings, or to make note of best practices used by your peers.
- ▶ Cross-References to Other Resources: When relevant, we've tried to direct you to other resources that might add more detailed information about the topic being discussed. Since these resources are constantly being developed, we can't guarantee that we've included every relevant document. Documents with instructions, guidelines, etc. still apply even if they are not referenced in this handbook.

We've also added some icons to this year's handbook to help you easily identify information that you might find especially helpful. These icons include:

Implementation Tip: Best practice or consideration for putting the policy into practice.

People Manager Tip: Guidance on implementing the policy or procedure for those who manage others.

Resource Alert: Reminder about other resources to support your implementation.

WHO WE ARE.



OUR MISSION, VISION, & VALUES

As a community of more than 2,000 employees serving approximately 12,000 students in a city rapidly approaching 70,000 residents, we unite behind the District's mission, vision, and values.

MISSION

Ankeny Community Schools is unified in its commitment, passion, and vision so every learner is prepared to achieve a lifetime of personal success.

VISION

Ankeny Community Schools will establish a culture known for:

Achievement and Responsiveness whereby all students:

- Are engaged in and accountable for their learning
- Persist in achieving their potential and prepared for success beyond PreK-12
- Are accessing individualized and challenging programming

Innovation and Professionalism whereby:

- All staff are high quality provide authentic, engaging instruction with a clear focus on students and learning
- All staff implement innovations which accelerate learning and assure success for all

Leadership and Unity whereby:

- All embrace and are engaged in and utilizing the comprehensive strategic roadmap to guide every priority and decision
- All operate with integrity

CORE VALUES

- **Community:** Learn and work together experiencing belonging, respect and collaboration
- **Challenge:** Develop high expectations and rigor with accountability
- **Excellence:** Pursue passionately world-class learning and continuous improvement
- **Inspiration:** Nurture the diverse aspirations of all learners
- **Leadership:** Model accountability to the district strategic road map, by acting intentionally, disciplined and compassionate in words and action



OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

The District aspires to be a place where everyone can learn, grow, and have a positive impact. We believe our students and staff have the right to learn and work in an environment where all backgrounds and experiences are welcomed, included, and encouraged in order to succeed.

Community is one of our core values and is essential to our goal of putting children first and helping them on their path to post-secondary success. We can achieve this by fostering a culture where students and staff work together so everyone experiences belonging, respect, and collaboration.

All people, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the District must subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to equal opportunity.

The district is an equal opportunity employer. More information is available in *Board Policy 401.01., the affirmative action plan on the district's website, and through the district's Affirmative Action Officer, Kenneth Morris, Jr., Director of Equity.*

Employees must include the district's equity statement (available in the Communications section of this handbook) on all emails sent from their district email accounts and in all district publications. The statement does not need to be included on worksheets or classroom materials; it is primarily intended for communication with the public.

The Iowa Department of Education (DE) regularly examines the district's commitment to equity. The district has equity committees that review district policies and practices, to support with this work. For additional information, please contact Kenneth Morris, Jr., Director of Equity.

Implementation Tip: The District offers video translation services to support staff communication with families who speak a variety of languages other than English. Please visit the Equity page of the District website for more information: www.ankenyschools.org/departments/equity/

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OUR FACILITIES

District Office

306 SW School Street
Ankeny, IA 50023
P: (515) 965-9600
F: (515) 965-4234

Before and After School Program

306 SW School Street
Ankeny, IA 50023
P: (515) 289-3925

Beyond

406 SW School Street
Ankeny, IA 50023
P: (515) 965-9600

Summit

406 SW School Street
Ankeny, IA 50023
P: (515) 963-7440

Orbis

1102 N Ankeny Blvd
Ankeny, IA 50023
P: (515) 963-7455

NORTH SYSTEM SCHOOLS

Ankeny Centennial High School

2220 NW State Street
Ankeny, IA 50023
P: (515) 965-9610
F: (515) 964-5070

Northview Middle School

1302 N Ankeny Blvd
Ankeny, IA 50023
P: (515) 965-9700
F: (515) 965-9639

Prairie Ridge Middle School

1010 NW Prairie Ridge Drive
Ankeny, IA 50023
P: (515) 965-9705
F: (515) 965-9708

Ashland Ridge Elementary

2600 NW Ash Drive
Ankeny, IA 50023
P: (515) 965-9594
F: (515) 965-9593

Northeast Elementary

1705 NE Trilein Drive
Ankeny, IA 50023
P: (515) 965-9620
F: (515) 965-9621

Northwest Elementary

1202 W First Street
Ankeny, IA 50023
P: (515) 965-9680
F: (515) 965-9683

Rock Creek Elementary

3800 NW Abilene Road
Ankeny, IA 50023
P: (515) 965-9629
F: (515) 964-5101

Westwood Elementary

2920 NW Ninth Street
Ankeny, IA 50023
P: (515) 965-9690
F: (515) 965-9693

Summit

406 SW School Street
Ankeny, IA 50023
P: (515) 963-7440

Terrace Learning Center

310 NW School Street
Ankeny, IA 50023
P: (515) 289-8946
F: (515) 965-9672

SOUTH SYSTEM SCHOOLS

Ankeny High School

1155 SW Cherry Street
Ankeny, IA 50023
P: (515) 965-9630
F: (515) 964-2975

Southview Middle School

1020 SW Cherry Street
Ankeny, IA 50023
P: (515) 965-9635
F: (515) 965-9223

Parkview Middle School

105 NW Pleasant St
Ankeny, IA 50023
P: (515) 965-9640
F: (515) 965-9648

Crocker Elementary

2910 SW Applewood Street
Ankeny, IA 50023
P: (515) 965-9710
F: (515) 965-9714

East Elementary

710 SE Third Street
Ankeny, IA 50023
P: (515) 965-9660
F: (515) 965-9663

Heritage Elementary

301 SW Prairie Trail Parkway
Ankeny, IA 50023
P: (515) 965-9645
F: (515) 964-3981

Prairie Trail Elementary

1850 College Avenue
Ankeny, IA 50023
P: (515) 965-9605
F: (515) 289-2825

Southeast Elementary

1005 SW Trilein Drive
Ankeny, IA 50023
P: (515) 965-9650
F: (515) 965-9653

OUR DISTRICT STAFF

SUPERINTENDENT'S OFFICE

Dr. Erick Pruitt, Superintendent
Misty Eiteman, Executive Assistant

ACADEMIC SERVICES

Dr. Jen Lindaman, Chief Academic Services Officer
Bev Kuehn, Director of Secondary Education
Carol Eddy, Director of Curriculum and Innovation
Dr. Amy Dittmar, Director of Elementary Education
Nancy Lehman, Director of Special Programs
Al Neppl, Director of Professional Learning and Leadership
Jennifer Riedemann,
Heidi Olson, Executive Assistant to the Chief of Academic Services
Nikki Aplin, Data Assistant
Jana Engebretson, Curriculum Assistant
Julie Stoneburner, Special Programs Assistant

BUSINESS OFFICE

Jennifer Jamison, Chief Financial Officer
Dallon Christensen, Director of Business Services
Scott Litchfield, Nutrition Services Director
Jill Burkle, Accounting Supervisor
Renae DeVenney, Executive Assistant to the Chief Financial Officer
DeAnna Jones
Sandy Lundvall, Accounts Payable
Marcia Squier, Account Payable
Megan Williams, Payroll

COMMUNICATIONS

Samantha Aukes, Communications Director
Michelle Siefkas, Webmaster and Communications Specialist
Shannon Cole, Communications Assistant
Shelley Rouse, Communications Assistant

EQUITY

Ken Morris, Director of Equity

HUMAN RESOURCES

Jessica Dirks, Chief Human Resources & Legal Affairs Officer
Jodie Graham, Human Resources Director
Ali Mahoney-Doran, Human Resources Manager
Lisa Daniels, Benefits
Tracey Goforth, Talent Acquisition
Jill Haight, Talent Acquisition
Jesse Proehl
Beth Rasmussen

OPERATIONS

Dr. Darin Haack, Chief Operations Officer
Tim Simpkins, Director of Operations & Maintenance
Brad Johnson, Director of Technology
John Patterson, Maintenance Supervisor
Nola Baccam, Central Printing Supervisor
Jon Davis, Safety & Security Specialist
Kirk Magill, Data Integration Specialist
Jeff Johnson, Purchasing Agent
Melanie Brisco, Registrar
Heidi Palkovic, Community Engagement Manager
Tricia Fogarty, Community Engagement Assistant
Kristopher Koehler, Community Engagement Assistant
Cindy Dykstra, Operations Assistant
Hannah Leidal, Construction Assistant
Tracey Clark, Maintenance Assistant

OUR BUILDING LEADERS

ELEMENTARY ADMINISTRATORS

Mark Moss, Principal, Ashland Ridge Elementary School
Brandon Hargens, School Administration Manager, Ashland Ridge Elementary School
Dr. Tom Muhlenbruck, Principal, Crocker Elementary School
Christian Houser, School Administration Manager, Crocker Elementary School
Andrew Burg, Principal, East Elementary School
Ty Adams, Principal, Heritage Elementary School
Lori Reha, School Administration Manager, Heritage Elementary School
Laura Ryan, Principal, Northeast Elementary School
Micaela Tuttle, School Administration Manager, Northeast Elementary School
Kate Cisney, Principal, Northwest Elementary School
Ben Muller, Principal, Prairie Trail Elementary School
Victoria Nicholas, School Administration Manager, Prairie Trail Elementary School
Johanna Cooper, Principal, Rock Creek Elementary School
Erin Adair, Principal, Southeast Elementary School
Amy Kolln, Principal, Terrace Learning Center
Joel Martin, Principal, Westwood Elementary School

MIDDLE SCHOOL ADMINISTRATORS

Jeff Schumacher
Ben Huebsch
Emily Rash
Jim Wichman
Andrea Bruns
Kathleen Stevens
Dan Meyer
Chris Novak
Nicole Kuhns
Jay Slight
Cameron Wendt
Caleb Hales

HIGH SCHOOL ADMINISTRATORS

Pete Apple
Kelsie Goodman
Wade Grinhaug
Lamont Muhammad
Jill Urich
Adam Busch
JD
Jason Steinkamp

OUR VIRTUAL SUPPORTS

The Staff Intranet is a hub of information and resources available exclusively to district employees. Information available on the Staff Intranet includes:

- Academics
- Curriculum Resources
- Data Hub
- ISASP Calendars
- Special Programs Information
- Teacher Leadership Compensation (TLC) Information
- Administrators
- Evaluation Materials
- Principal Manual
- TalentEd Resources
- All-Staff Resources
- Absence Management
- Benefits
- Calendars
- Central Printing
- Information for Certified Staff, including Master Contract
- Information for Classified Staff, including Support Staff Contract
- Discounts & Offers
- Employee Access Center
- Evaluation Tools
- Maintenance
- Safe Schools
- Handbooks
- TalentEd
- Templates & Logos
- Transportation Request Form
- Workplace Injuries
- Business & Finance
- Gate Receipts
- Procedures Manual
- Purchase Cards
- Timeclock Plus
- Travel Per Diem
- Technology
- E-mail
- Install a Printer
- SchoolDude
- Website Request Form

To access the Staff Intranet, select "Staff Intranet" from "Quick Links" in the upper right hand corner. When prompted, enter your district e-mail (firstname.lastname@ankenyschools.org) and the password you use to log into your computer.

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**WELCOME TO THE
TEAM**

YOUR FIRST WEEK

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Your first few days in your new role will help set the tone for your experience in the District. For this reason, and so that you feel set up for success as quickly as possible, new employees are required to engage in a number of activities at the start of their careers. Fully and completely taking care of these items by their due dates will help ensure you have the foundational knowledge you need to succeed and that you can shift your attention to your most important tasks once your day-to-day work begins in earnest.

Orientation

All new district employees participate in new employee orientation. The content of these sessions varies by job type. Additional information will be shared by Human Resources in the days leading up to your start date. Please reach out to HRHiring@ankenyschools.org with any questions.

Hiring Paperwork

Under law and policy, you will need to complete a variety of documents as a new District employee. Some of these items will be sent to you electronically via the district's TalentEd system, and you will be required to complete some of them in person. The District must collect many of these documents in order for you to lawfully work in the District, so it is imperative that you prioritize their completion during the time frames communicated to you. Failure to do so may result in the delay of your hire and/or the rescinding of your job offer and/or the termination of your employment. Please contact HRHiring@ankenyschools.org with any questions.

Implementation Tip: You will be asked to present various forms of identification, to share direct deposit information, and to name an emergency contact during the hiring paperwork process. It is best practice to come with this information ready.

Safety and Security

You will have your photograph taken for your employee ID badge. Your badge must be clearly displayed at all times while you are at work. You will also be assigned a key fob for keyless entry to your designated work location. There is a cost associated with replacing a lost or damaged key fob. See the Other Expectations for Employees section of this handbook for more.

Getting Familiar with District Technology

Depending on the role, employees may be asked to set up accounts in and/or spend time navigating various district technological hubs or information systems. Additional requirements will be shared by Human Resources and/or supervisor(s). Tips for successfully using some of these systems are available on the Staff Intranet (see the Our Virtual Supports list in this handbook for more). If an employee is struggling to navigate and/or has questions about a particular system, they are strongly encouraged to speak with their supervisor to get the support needed as soon as possible.

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Initial Training

New employees are required to complete a number of trainings to ensure baseline knowledge and compliance with law and policy. Some trainings are offered in person, others are offered through the District's Safe Schools e-learning platform, and still others are required to be completed through outside providers. Human Resources and/or supervisor(s) will share more about the specific requirements for each role. Completing these trainings by the designated due date is imperative; failure to do so may result in disciplinary action up to and including termination. Please contact HRSupport@ankenyschools.org with any questions.

Setting Up Your Work Space

The District will issue each employee the standard equipment, including technology, when relevant, needed for their role. It is the employee's responsibility to adhere to District requirements related to technology use, e-mail, and personalization of the work space when setting up their work stations. New employees should carefully review the Other Expectations for Employees section of this handbook to make sure they are clear on what is permissible. Employees with disabilities who wish to request a reasonable accommodation for any reason—including for reasons related to their work space—should make their request via the Employee Accommodation Request form in TalentEd. See the Americans with Disabilities Act portion of the Employee Experience: Supporting Employee Success & Well-Being for more information.

Resource Alert: You can find information about how to install printers, set up e-mail signatures, and navigate technology issues by visiting the Staff Intranet.

YOUR INITIAL LEARNING & GROWTH

Probationary Period

Under law, policy, and/or bargained agreements, some groups of employees are under a "probationary period" after their hire. More information about probationary periods can be found in Board Policies 403.90 Licensed Employee Probationary Status and 405.20 Classified Employee Probationary Status, as well as in the relevant bargained agreement(s) which are available on the Staff Intranet.

Mentoring & Onboarding

SEE IF AL / JODIE WANT TO ADD SOMETHING HERE FOR NEW CERTIFIED STAFF. THIS SECTION ONLY BELONGS WITH CERTIFIED STAFF.



THE EMPLOYEE EXPERIENCE: SUPPORTING EMPLOYEE SUCCESS & WELL-BEING

Pay Periods & Fiscal Year

Certified and administrative staff are paid on the 20th of each month except when this day falls on a weekend or holiday. New certified staff are paid over 13, rather than 12, months. All other staff is paid bi-weekly every other Friday.

The District runs on a fiscal year from July 1 to June 30. All collective bargaining agreements begin on July 1, and the terms extend until the following June 30, unless specifically noted otherwise. Employee health and dental benefit plan years, the flex benefit plan year, and the FMLA plan year run consistent with the fiscal year. Note: Health deductibles and out-of-pocket maximums run on a calendar year.

Resource Alert: Payroll vouchers can be accessed online through the Employee Access Center under Staff Resources on the Staff Intranet.

Direct Deposit

Generally, all staff hired after 2005 must participate in direct deposit, unless the collective bargaining agreement provides otherwise. To enroll, an employee should provide Payroll with a completed Direct Deposit Authorization to which a voided check or other preprinted document with the account and routing numbers is attached. If the District has not previously deposited with the employee's bank, the first paycheck after authorization will be sent to the bank as verification only. Direct deposit will begin with the second paycheck.

All staff shall, unless otherwise noted on the direct deposit election form, be provided electronically deposit paychecks. The few staff who have not enrolled in direct deposit or authorized their paycheck to be mailed must instruct Payroll regarding the disposition of their check (e.g., hold for later pick up, mail to specific address). Paychecks will not be given out prior to payday. For more information and to obtain the authorization form, contact the Payroll at payroll@ankenyschools.org.

Payroll Withholdings & Deductions

Payroll withholding is required by law for federal and state income taxes, federal Social Security tax, and the Iowa Public Employees Retirement System (IPERS). All new staff must complete federal and state W-4 forms. These forms are used to determine the amount of income tax that is withheld from the paycheck. These forms are available through the Employee Access Center (EAC) and/or through Payroll. Staff has access to prior year W-2 through the Employee Access Center, as well.

The District may add payroll deductions. Requests for payroll deductions must be submitted in writing to the Chief Financial Officer, who has discretion whether to authorize the deduction.



More information is available in Board Policy 803.80 Payroll Deductions.

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Salary Schedule

The salary and wage schedules for certified and classified employees are set out in their respective collectively bargained agreements. Copies of these documents are available on the Staff Intranet.

Overtime, Extra Duty Pay, & Stipends

Overtime is payable to hourly staff covered by the Fair Labor Standards Act (FLSA). Staff must report all hours worked under the law. Overtime is paid for "hours worked" over 40 in a work week and will be paid at one and a half times the staff's regular rate as prescribed by the FLSA.

Administrative and teaching positions are specifically exempt from the FLSA overtime provisions. An employee's supervisor must approve the employee's overtime before it can be worked. Working overtime without the permission of the supervisor may be grounds for discipline. Not all leaves count toward overtime. Vacation and holiday may count toward the "hours worked" calculation. Please reach out to HRSupport@ankenyschools.org with any questions.

Licensed employees take on extra duties, as determined by the Board. Compensation for extra duties is outlined in Board Policy and in the Master Contract.

To the extent allowed by bargained agreements, the Board may approve payment of stipends to employees, including administrators, for additional services rendered to the district. Please contact HRSupport@ankenyschools.org if you have questions about the stipend process.

Work Hours & Time Recording

Work hours vary by building, job classification, and employee group. Employees are expected to follow the work hours and work calendar established by their supervisors and/or by the relevant collective bargained agreement.

All hourly staff, outside coaches, and substitutes are required to record their time worked using Timeclock Plus. To do this, employees enter their 5-digit ID number and then activate the bio-metric scanner on the clock for confirmation. Employees then review and approve time records either at the clock or by logging on to a computer. If there are no changes to be made to the timecard, the employee should approve the timecard at the end of the pay period. If changes need to be made, the employee should contact the building secretary or appropriate supervisor.

Generally, non-certified staff regularly scheduled for six or more hours per day, may take an unpaid 30-minute lunch. The lunch should be taken away from the desk or work area and should not

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be disrupted with work obligations during that time. Supervisors may schedule a lunch time that best meets building needs. Support staff working with students or with commitments within the building should clock out if leaving the building during their lunch break.

- **People Manager Tip:** Support your hourly staff in getting away from their work stations during their unpaid lunch by offering a break room or other inviting space where staff who bring lunch from home may eat and have some down time.

All hourly employees must follow designated District procedures for accurately and honestly recording time worked. Failure to adhere to these procedures, including but not limited to by filling out another employee's time card, allowing an unauthorized employee to fill out their time card, and/or making unauthorized alterations to any time card may be grounds for discipline up to and including termination.

Overpayment

As a public entity, the District is entrusted with taxpayer funds. Therefore, in the rare instance when staff, through an error in payroll, contract issuance, and/or overdrawing a leave account owes the District money, the District must correct the error and collect any overpayment. The District's goal is to eliminate or keep errors to a minimum. The District will work with staff to correct the overpayment through a payment plan or other reasonable solution.

BENEFITS

Insurance

The District strives to provide a competitive benefit package. Currently, health and prescription drug, dental, long-term disability, and life insurance, as well as flexible spending accounts, are available in different combinations to various employee groups. For eligible employees, coverage becomes effective on the first day of work in the District. To learn more about the insurance and FSA benefits available to them, employees should review the relevant Benefits Summary for their position. Benefits summaries are available on the Staff Intranet: <https://intranet.ankenyschools.org/staff-resources/benefits/>. Additionally, staff may contact Lisa Daniels, Benefits Assistant, for more information.

Insurance open enrollment takes place each spring through the Employee Access Center (EAC). Staff must make and/or reaffirm benefit elections each open enrollment period. Dependent info must be updated and dependents to be covered under an elected benefit must be attached to each benefit individually. Staff eligible for coverage may waive/decline District insurance at any time with proof of other coverage; this must be provided annually. If not provided, staff will be subject to enrollment on a



single health plan; (and dental if eligible).

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Resource Alert: The EAC provides staff with direct access to payroll, benefit, tax, and leave information from any computer with Internet access. To visit the EAC, go to Staff Intranet >> Staff Resources >> Employee Access (User ID: five-digit employee number; Initial password: last 4 digits of SSN).

The District's benefit year runs from July through June. However, insurance-eligible-9-and 10-month classified staff (associates, food service, and secretaries working less than 12 months/year) normally pay for voluntary insurance during the school year from September through May. Therefore, if these employees end their employment with the District during July or August, they must reimburse the District for the cost of their insurance coverage or agree to end coverage as of June 30. Insurance-eligible support staff considering resigning during July or August should contact Lisa Daniels.

Retiring staff may be eligible to continue on Ankeny's health plan at their own expense. Eligibility for this benefit under Iowa Code Section 509A.13 is available to staff who have not attained 65 years of age and receiving the minimum level of retirement benefits.

Eligibility for Health Insurance under the ACA

The Affordable Care Act ("ACA") provides guidelines to determine full-time status, which, in turn, determines if an employee is eligible for District-offered health insurance. Under the ACA, a full-time employee is an employee who works an average of at least 30 hours per week (or 130 hours per month).

The IRS provides two methods for determining if an employee is full-time: the monthly and the look-back measurement methods. The District uses the look-back measurement method.

Under the look-back method, the District uses hours of service credited during a measurement period ("look-back period") to determine an employee's full- or part-time status and then applies that determination prospectively during what is known as a stability period. More information about this process is outlined in Board Policy 404.03 Measuring Full-Time Employees Under the Affordable Care Act.

Tax Sheltered Annuities

The District offers staff the opportunity to sign up for a Tax Sheltered Annuity (TSA) through payroll deductions. The minimum monthly deduction amount is \$50. Staff may choose from vendors selected by the State of Iowa Retirement Investor's Club. A list of vendors is available at: www.das.hre.iowa.gov/. Information can also be found on the Staff Intranet: Quick Links >> Staff Intranet >> Staff Resources >> Benefits.

Iowa Public Employee Retirement System (IPERS)

District employees are automatically enrolled in IPERS. The state

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established IPERS, the state's largest public retirement system, in 1953. IPERS is now a \$40 billion fund that pays in excess of \$3 billion in benefits each year. IPERS is not managed by the District; any questions related to IPERS should be directed to IPERS staff at (800) 622-3859 between 7:30 a.m.—5:00 p.m. Monday—Friday. Additional information is available at ipers.org.

Employee Assistance Program (EAP)

The District offers EAPs through its health insurance benefit and through a separate vendor, Employee and Family Resources (EFR). The program is available 24-hours a day, 7-days a week to help staff and families at no cost. This program offers assistance with work/life concerns, addiction, depression, stress, anxiety, marital/family problems, legal and financial issues, elder or child-care issues and life transitions.

Employee Assistance Program, Continued

This program is strictly confidential and is not reflected in personnel records. To schedule an appointment or get more information, call 1-800-327-4692, or visit the website: www.efr.org/eap For urgent matters, please call 800-327-4692 to be connected with a counselor at any time, 24 hours a day, 7 days a week.

People Manager Tip: If an employee discloses to their supervisor that they are struggling with a personal issue, the supervisor is encouraged to ensure the direct report is aware of the district's EAPs. Supervisors should share information about the EAP in a sensitive and confidential way and make clear that usage of EAP services is optional. Feel free to reach out to HRSsupport@ankenyschools.org for help in navigating these conversations.

LEAVE & OTHER TIME OUT OF OFFICE

Requesting and Taking Leave.

Staff may earn and accrue leave during the year. Information about the types of leave available to staff in different job classification is available here, as well as in Board Policy, collective bargaining agreements, and benefits summaries.

To ensure smooth District operations, employees should request leave as far in advance as possible. When staff cannot report for work due to illness or emergency, they must inform the appropriate supervisor prior to the time they are to report to work. Failure to report an absence may result in unauthorized, unpaid leave and/or disciplinary action.

Staff must submit requests for leave of any kind through Frontline Absence Management. Except for illness or emergency, all other leaves must have prior approval.



Staff must provide the reason for all leaves other than Personal Leave and Vacation in Absence Management. The District may ask the employee to provide documentation confirming the reason for the absence.

Absence Management can be accessed via the Staff Intranet: Staff Intranet >> Staff Resources >> Absences. Contact HRSupport@ankenyschools.org with additional questions.

Depending on job classifications, employees may have access to the following type(s) of leave. Employees should consult their Benefits Summaries and, if relevant, collective bargaining agreement for more details.

Association/Union: Leave for union representatives to attend certain conferences and/or to official duties of certain association role(s).

Bereavement: Leave for death of a relative or friend.

Medical / Dental: Leave for medical and dental appointments.

Family Illness and/or New Child / Illness Care: Available to cover illness of family members and/or other select individuals, birth of a child, and/or other situations outlined in collective bargaining agreements. Leave for adoption may be used for the adoption process or immediately after the child is brought home. Parental leave/family leave for pregnancy must be taken at the time of birth or immediately following the birth. The employee may also be eligible for FMLA. If staff is eligible for a combination of paid and unpaid leave through FMLA, it is essential they plot the leave during the FMLA absence. This calculation is preliminary until leave is taken.

Jury Duty/Legal : The District will excuse an employee for jury duty, including responding to the notice, serving as a juror, and/or attending court for prospective juror service. Employees contacted for jury duty should immediately notify their supervisor and submit a request for leave via Absence Management, attaching the copy of the jury summons.

If an employee takes jury duty leave, the employee must sign any compensation received from the court over to the District. The employee shall submit the check from the court to the Business Office for processing.

Staff is normally granted paid leave to respond to subpoenas when such leave. Before requesting leave, the employee contacted to respond to a subpoena should immediately notify the Chief Officer of Human Resources and Legal Affairs, forwarding a copy of the subpoena for review. Before staff willingly agrees to testify or be present at court, the Chief Officer of Human Resources and Legal

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Affairs must be notified.

Staff must return to their regular assignment when not on jury/legal duty. When court service is completed, the employee should update their absence request with the actual time absent. If jury service is for a half-day or less, the employee shall call their supervisor to determine return to work requirements.

Personal Illness/Sick: Leave available for personal health needs. Employees who are ill are encouraged to stay home. Staff may be required to document the need for the leave with a note from a health care provider. When illness leave will be greater than three consecutive days, the District may require completion of FMLA paperwork.

Personal/Emergency: Available for personal or emergency needs.

Professional: Limited funds may be available to support external professional learning of certified staff. Staff interested in professional leave may submit a request for approval to Academic Services and their principal for consideration no less than 10 school days prior to the requested leave date. The leave shall not be permitted until approved by the reviewing parties.

Vacation: Employees must request vacation leave with as much advance notice as possible. Reasonable efforts will be made to allow requested vacations; the leave is not considered approved until signed off on by the supervisor. There are provisions for the carry-over of vacation and limitations on the amount of vacation paid out at separation. Any unused vacation that exceeds the carry-over provisions will be forfeited. See the relevant Benefits Summary for more information.

Veterans' Day: Leave may be available for employees who are honorably discharged veterans of the United States Armed Forces and/or National Guard. Employees should review their collective bargaining agreements and/or benefits summaries for more information. Employees eligible for this leave who wish to take it should enter it in Absence Management for review and approval by their supervisor(s).

Other Leave: Employees should consult their collective bargaining agreements and/or benefits summaries for information on additional leave(s) that may be available to them. Employees should reach out to HRSupport@ankenyschools.org with any questions.

Unpaid: In rare instances and in keeping with the terms of the relevant collective bargaining agreements, unpaid leave may be available to employees. Employees who are seeking unpaid leave must speak with their supervisor and then submit an Unpaid Leave Request form in TalentEd. The leave will not be considered granted until it has been approved by both the supervisor and



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Extended Leave of Absence: Staff may request extended leaves of absence without pay for a period longer than the required FMLA. A written request for extended leave of absence must be submitted to Human Resources.

While on extended leave, staff will not accrue benefits or earn seniority. They will maintain those benefits already earned, unless the staff does not qualify for FMLA.

Sabbatical: Information about sabbatical leaves is available in the collective bargained agreement.

Family and Medical Leave Act (FMLA)

FMLA is a federal law that allows eligible staff who have (1) worked at least 1,250 hours during the 12-month period preceding the leave and (2) who have been employed by the district for at least 12 months to take up to 12 weeks of unpaid leave. While on FMLA, an employee maintains benefits. The District may require staff giving notice of the need for leave to provide documentation or a statement of family relationship.

FMLA may be taken for the following purposes:

1. The birth of a son or daughter and to care for that son or daughter prior to the first anniversary of the child's birth;
2. The placement of a son or daughter with staff for adoption or foster care and to care for that son or daughter prior to the first anniversary of the child's placement;
3. To care for the spouse, son, daughter or parent of staff if the spouse, son, daughter or parent has a serious health condition;
4. A serious health condition which makes staff unable to perform the essential functions of his or her position;
5. Because of a qualifying exigency arising out of the fact that a staff's spouse, son, daughter or parent, is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or
6. Staff is the spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness.

FMLA may be used in conjunction with other appropriate leaves. All applicable paid leave must be used before unpaid leave is granted and used in conjunction with FMLA. FMLA leave runs on a fiscal year basis, so eligible staff may take up to 12 weeks of leave during the fiscal year. Human Resources is required to track requests for leave to determine whether employees are eligible and should be granted the leave. For details about this leave, visit the District website contact HRSsupport@ankenyschools.org.

Leave Rights for Pregnant Staff

Iowa Code 216.6(2) (e) provides certain leave rights for pregnant staff when leave or sufficient leave is not available under any health or sick leave plan in connection with employment. The District will grant staff disabled by pregnancy or pregnancy-related conditions a leave of absence not to exceed 8 weeks or



the lesser of the period that staff is disabled because of the staff's pregnancy, childbirth, or related medical condition. Staff is required to give Human Resources timely notice of the need for such leave by contacting HRSsupport@ankenyschools.org. Medical certification is required.

Use of all applicable paid leave must be used before unpaid leave is granted, and such leave is used in conjunction with the Iowa Civil Rights leave.

Military Service

If an employee is called to duty in the Armed Forces, including the National Guard, the employee will have a leave of absence for military service until the military service is completed. The leave shall be without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.

Pro-Ration of Leave.

Please see the relevant benefits summary for additional information about how leave may be pro-rated for your job classification.

Holidays

Paid holidays are consistent with the relevant PPME and AEA agreements; holidays are listed on the benefits summaries, as well. Observed district holidays are delineated on the calendars on the district website. Each year, the calendar is reviewed to determine the specific paid holiday days during winter break.

CREATING A SAFE & INCLUSIVE ENVIRONMENT

Equal Employment Opportunity

Board Policy 100.00 states, in part, "to ensure equity for all people, it is the policy of the district not to discriminate on the basis of race, color, gender, national origin, creed, sexual orientation, gender identity, age, religion, marital status, socioeconomic status, as well as individual abilities and/or disabilities in its educational programs, activities, or employment policies as required by Title VI and Title XIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment, Federal Rehabilitation Act of 1973, and the Iowa Code #216.9."

The district provides equal opportunity for employment to employees and applicants in accordance with applicable laws, directives and regulations of federal, state, and local governing bodies. Opportunity includes hiring, placement, promotion, transfer, demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay and/or other forms of compensation, and layoff or termination. The District takes affirmative action in major job categories where women, men, minorities, and persons with disabilities are under-represented.

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Employees shall support and comply with the District's equal employment opportunity and affirmative action policies.

Individuals who file an application with the district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the Board will consider the qualifications, credentials, and records of the applicants without regard to on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. In keeping with the law, the Board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position, the district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district also require background checks. Based upon the results of the background checks, the District will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Inquiries or grievances may be directed to Kenneth Morris, Jr., Director of Equity, 306 SW School Street, P.O. Box 189, Ankeny, Iowa, 50021-0189, (515) 965-9600, kenneth.morris@ankenyschools.org; or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, Iowa, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604, (312) 730-1560, OCR.Chicago@ed.gov.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Addressing and Eliminating Harassment

The District promotes a working environment free from harassment due to race, color, creed, religion, national origin, gender, gender identity, age, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. If you experience what you believe to be harassment and/or are aware of a situation where you believe another member of the school community is being harassed, it is your obligation to report the situation.

Under Title IX of the Education Amendments Act of 1972 (a



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federal law), the District follows specific policies and procedures when there is an allegation of harassment and/or discrimination based on sex, including sexual harassment, against any individual participating in the District's education program or any of the District's activities. This applies to students, employees, and applicants for employment.

No employee may retaliate against a person who makes a report and/or assists or participates in any manner in an investigation or resolution of a complaint of sexual harassment. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Refer to Board Policy 107.00 Discrimination and Harassment Based on Sex Prohibited and/or the District's Title IX webpage for more information, including a detailed manual outlining the Title IX grievance and investigation process. Refer to Board Policy: 402.13 Harassment for details and reporting procedures for other forms of harassment.

Any individual with questions or concerns about harassment and/or about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment or retaliation may contact the District's designated Title IX Coordinator, Kenneth Morris, Jr., Director of Equity, 306 SW School St., Ankeny, IA 50023; 515-965-9600. kenneth.morris@ankenyschools.org.

Intellectual Freedom

Discrimination against employees on the basis of protected speech, including demonstrations of intellectual freedom, is impermissible. The district shall not dismiss, suspend, discipline, reassign, transfer, subject to termination or nonrenewal of a teaching contract issued under Iowa Code 279.13 or an extracurricular contract issued under 279.19A, or otherwise retaliate against an employee acting within the scope of the person's professional ethics, if any, for (1) acting to protect a student for engaging in a protected demonstration of intellectual freedom and/or (2) refusing to infringe upon a student's protected demonstration of intellectual freedom and/or protected rights under the first amendment to the Constitution of the United States, or Article I, section 7, of the Constitution of the State of Iowa.

An employee who holds a license, certificate, statement of recognition, or authorization issued by the Iowa Board of Educational Examiners under chapter 272 and who discriminates against a student or employee in violation of this section shall be subject to a hearing conducted by the Iowa Board of Educational Examiners which may result in disciplinary action, and the employee's employment may be terminated.

An employee shall not retaliate against a student or another employee who files a complaint related to a violation of this policy and/or other policies related to protected demonstrations of intellectual freedom in the district. If an employee files a

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complainant, the provisions of section Iowa Code 70A.29 shall apply.

Protections for Staff with Disabilities: Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination against people with disabilities, including in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. Under the ADA, a "qualified individual with a disability" may be entitled to a "reasonable accommodation" to a job, work environment, or standard of operating in order to enjoy an "equal employment opportunity" or an opportunity to attain the same level of performance and/or to enjoy equal benefits and privileges of employment available to an average similarly-situated employee without a disability.

Examples of reasonable accommodations may include but are not limited to making existing facilities accessible; job restructuring; part-time or modified work schedules; acquiring or modifying equipment; changing tests, training materials, or policies; providing qualified readers or interpreters; and reassignment to a vacant position.

To request an accommodation under the ADA, an employee should complete an Employee Accommodation Request form via TalentEd. Human Resources will review the request, follow up if there is a need for additional information, and then engage in an interactive process with the employee to determine what reasonable accommodations may be appropriate and possible to provide. Information shared during the accommodation process will be treated with confidence by Human Resources. Employees who need support navigating the accommodation process should reach out to HRSupport@ankenyschools.org.

- **People Manager Tip:** Employees do not have to formally and explicitly request an accommodation to kick off the accommodation process. However, it's vital that we don't make assumptions about whether someone has a disability and/or requires an accommodation. If someone you manage indicates they are struggling with a mental or physical health issue, including things such as stress or anxiety, please promptly refer them to Human Resources who can help them understand appropriate next steps.

Resource Alert: The federal government's Job Accommodation Network (JAN) provides free consulting services including one-on-one consultation about all aspects of job accommodations, including the accommodation process, accommodation ideas, product vendors, referral to other resources, and ADA compliance assistance.

Employees who believe they have been discriminated against in violation of the ADA should contact Ken Morris, Jr., Director of



Time and Space for Lactation

The District is committed to providing: (1) "A reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk," and (2) "A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."

Staff needing to take lactation breaks and/or needing to access the nursing room should first work with their supervisor(s) to collaboratively develop a schedule that permits reasonable breaks for lactation during the work day and, if necessary, to identify a place that may appropriately be used for lactation.

Injury on the Job and Work Compensation

Employees injured on the job must notify the District the same day they are injured. The employee should notify their supervisor as soon as possible; the supervisor will work with them to notify Human Resources via HRSupport@ankenyschools.org to navigate next steps. In rare circumstances when the employee cannot reasonably be expected to report the injury or complete a written report within the established time frame, the workers' compensation coordinator may grant an injured employee additional time to meet these requirements.

The District will work with the employee to schedule an appointment at one of the District's approved clinics for an injury requiring medical treatment; if emergency care or transport to a local hospital is required, it may be provided in lieu of initial treatment at an approved clinic.

An injured employee's supervisor and/or qualified District medical personnel may attempt to contact the injured employee's designated emergency contact and/or administer emergency or minor first aid when deemed necessary. An injured employee will be turned over to the care of the employee's family or qualified medical personnel as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

Staff injured while on the job qualifying for worker's compensation benefits will be encouraged to return to work as soon as possible. The supervisor and staff should discuss with the Human Resources Department the availability of work based on medical restrictions. Injury packets can be picked up from the building nurse or secretary and printed off the District website.

Employee Fitness for Duty

The District may require fitness-for-duty examinations (either medical or psychological) for an employee when the District has objective evidence that the employee is unable to perform the essential functions of their job due to a medical or psychological

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condition and/or poses a direct threat to himself/herself or others. If a fitness-for-duty evaluation is required, the District will refer the employee to an independent, licensed health care practitioner chosen by the District to conduct the evaluation.

The District will pay the cost of any fitness-for-duty evaluation(s) required by the District. If the employee wishes to get a second opinion or an additional evaluation from another provider, the employee is responsible for paying the cost of any additional evaluations.

The District may use the fitness for duty evaluation results to make decisions regarding the employee's employment status, including, without limitation, and as applicable, whether the employee maintains his/her job, termination, or provision of reasonable accommodation.

More information is available in Board Policy 406.10: Employee Physical Examination. Employees and/or supervisors who have questions about the fitness-for-duty process should reach out to HRSsupport@ankenyschools.org.

Emergency Contact Information

All employees should update their emergency contact information each year to ensure the District has a way to reach someone who can support you in case of an emergency. Employees can view and update their emergency contact information in the Employee Access Center available on the Staff Intranet.

Protecting Employee Privacy and Confidentiality

Health Insurance Portability and Accountability Act (HIPAA):

HIPAA is a federal law that protects the health care rights of people who change jobs, are self-employed, and/or have pre-existing conditions. The District is required to follow a number of regulations that protect the privacy and security of employees' personal health information. More information is available in *Board Policies 400.60, 400.63, 400.66, 400.69, and 400.71*.

Personnel Files: An employee may access their own personnel file at all reasonable times, typically during regular school hours. The right to access includes the right to make written objections to any information contained in the file. Any written objection must be signed by the employee; it shall become part of the personnel file. The following individuals may access an employee's personnel file without the employee's consent: the superintendent, the employee's principal, the employee's supervisor, and a Board member if it relates to the Board member's duties or responsibilities.

No other person may have access to an employee's personnel file except when those files are subpoenaed and/or subjected to court order and/or when the employee gives written consent to the release of their records and the written consent specifies



the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information shall not be accepted.

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WORKPLACE RESOURCES

Technology

The District is proud of the technology resources it provides to staff. Computers, local- and wide-area networks, the Internet, telephone, and voicemail systems, as well as shared databases and information systems make up the infrastructure the district has in place to help make you a more effective and efficient part of our team.

Regardless of your role in the district, you will need to interact with technology on a regular basis. Our fantastic IT team is happy to help support your work, but there are also ways that you can address simple issues independently and/or with support in the building. Using the processes outlined below help ensure that the IT team can spend their limited time on complex situations that require their expertise and that, when you do need IT support, you are accessing it in a way supports efficiency across the district.

Computer Support and Troubleshooting: If you encounter an issue with your school-issued technology, please first check the district website for any technology-related news (service outages or interruptions, server issues, etc.). If you see an update on the website, you can be assured that the appropriate employees are aware of the situation and are hard at work fixing it.

If you work in a school, you are also encouraged to ask your building's teacher librarian for tech support. Teacher librarians have strong technology skills and are often able to help you make quick fixes.

- **People Manager Tip:** During their onboarding and/or as part of your Start of Year staff meetings, help the employees who work in your building understand which tech issues may best be answered by teacher librarians. Invite IT and/or teacher librarians to do a brief training on how to use School Dude.

You may also wish to consult the Technology section of the district website for basic troubleshooting tips and how-to documents.

Resource Alert: If you need to seek IT support, please use the automated School Dude Help Desk system to submit a "ticket" requesting support instead of directly e-mailing a member of the IT team. Submitting requests outside of the School Dude system can slow down the support process. You can register for School Dude and submit a ticket via the Staff Intranet (Quick Links > Staff Intranet > Staff Resources > Technology) Information about how to use School Dude is also available on the Staff Intranet.

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Telephone and Fax Problems: If you encounter an issue with your telephone or fax machine, please follow the process outlined above: speak with your teacher librarian and/or submit a School Dude ticket.

Physical Work Space

Standard Work Equipment

The district provides employees with standard equipment needed to perform their work; that equipment will vary depending on the role. Employees who believe they need equipment other than that which is issued as part of the standard set for their role due to a physical or mental health condition may wish to submit an Americans with Disabilities Act (ADA) accommodation request. Information on the ADA accommodation process can be found elsewhere in this handbook.

Energy Conservation

Conserving energy and cutting costs can help us care for the environment and be good stewards of public funds without harming the integrity of the teaching environment. We achieve by purchasing of energy saving devices, implementing new technology in building control systems, and removing nonessential energy-consuming devices.

Electrical devices that do not meet the criteria below, including personal property (property purchased with an employee's personal funds) are prohibited:

- The item is required by law
- The item is required to ensure safety
- The item is required to support the health/educational/curricular needs of students and staff

Prohibited items include, but are not limited to:

1. Refrigerators/freezers
2. Coffee/cappuccino makers
3. Hot plate/warmers/slow cookers/fryers
4. Space heaters/coolers
5. Lamps or other lighting devices - Must be LED compatible and have LED bulb to be approved
6. Fish tanks/aquariums
7. Microwaves and toasters/toaster ovens
8. Candle warmers and plug-in air fresheners
9. Personal printers/scanners and multifunction machines
10. Other similar personal appliances

District provided refrigerators and microwave ovens are available in staff break rooms. If any item is in question, approval must be obtained from the building principal.

Temperature Set Point Policy: The approved building and classroom temperature setting range is between 68-78 degrees. For staff that have access to a thermostat control in their room, please ensure it remains set within this range. In addition, please



anticipate that the temperature may fall anywhere within that range and dress for comfort and fluctuation within that range. If the temperature in your work space is below 68 degrees or above 78 degrees, notify your building's lead custodian who will work to correct the issue. However, if the temperature is within the 68-78 degree range, we ask that you dress in a way that allows for comfort as the temperature fluctuates in that range.

Additionally, please observe the following:

- Keep exterior doors and windows closed so heating and air conditioning is as efficient as possible.
- Keep areas around ventilators, diffusers and registers clear of items (min. 3 feet) so the unit will operate as intended.

Please contact your building principal with any questions.

Maintenance Work Requests

If something in your area needs repair, begin by notifying your building's head custodian who may complete the task on site, or if needed, may ask you to submit a work request via SchoolDude. Instructions on how to access and navigate SchoolDude are included in the Technology portion of the Workplace Resources section of this handbook.

Use of District Facilities and Equipment

Conference rooms are available to accommodate employee gatherings for district-sponsored purposes (e.g. staff meetings, in-service sessions, workshops, demonstrations, classes and other group meetings, as well as to provide space for committees, conferences, consulting, and breakout sessions from large groups). Please speak with your building secretary to learn about the process for reserving rooms.

Each building has equipment that staff can use for instruction and/or other district purposes. Contact the media center and/or the front desk for more information.

• **People Manager Tip:** During onboarding and/or as part of your Start of Year staff meetings, review the room and equipment reservation policies and processes with your team.

Staff wanting to use district facilities, including but not limited to classroom space, gyms, and cafeterias for non-district-related purposes (e.g. private use, community meetings unaffiliated with their roles in the district) must use the district's facility rental procedures. There is a rental fee for use of the facilities.

District equipment is not for employee's personal, recreational, and/or financial benefit. District equipment, such as computers and cellphones, may be allowed for incidental personal use.

However, use of district equipment for non-work related purposes beyond these limited incidental uses is prohibited. This prohibition applies to secondary employment, including but not limited to for-profit camps and/or non-school related activities.

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The district is not responsible for any personal information such as photos or music stored on district computers and is under no obligation to maintain this information during or after the employee's tenure with the district.

Resource Alert: To learn more about reserving a district facility for private or community purposes, visit the Community Engagement page on the district's website. Reach out to Community Engagement for more information.

Printing and Copying

The district's Central Printing department is located at the district's warehouse. This department can assist staff in producing and printing materials for the classroom and/or other large-scale uses. Each building has a budget and each teacher must be aware of individual expenditures. The building principal/designee is responsible for monitoring and controlling staff and building expenditures.

Central Printing uses a software program called Print Shop Pro WebDesk. Those submitting print orders must register at: https://ankenyschools.webdeskprint.com/PSP/app/PSP_Start.asp in order to be able to use the ordering and report functions.

When sending an item to Central Printing for production, please plan ahead. Due to volume, it typically takes Central Printing four-days to complete print orders. Employees are asked to submit print orders no more than two weeks in advance of when they are needed; this helps the system from becoming overloaded with less urgent items. Additional information about Central Printing and guidelines for appropriate use are available on the Staff Intranet.

A code system has been installed on the office copier and your account number will be given to you by your building's secretary. Please use that account number for photocopying in the building.

Purchasing

Purchasing Goods & Services

All of the district's financial commitments must be authorized through processes established by Board policy and accompanying procedures established by the Business Office. This means that the advance purchase order requisition process and/or direct Board action is required for all purchases.

To request the purchase of good(s) and/or service(s), an employee must fill out a requisition and have it approved by the relevant principal or administrator. *The principal or relevant administrator must approve every purchase within their management line (e.g., within their building), including Amazon.com purchases.* Employees may NOT enter into a contract for the purchase of goods or services in any other manner unless explicitly authorized to do so by the Business Office.



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All purchases of furniture, fixture, and equipment (including technology) must be made through this process and with the assistance of the district's Purchasing Agent.

The decision whether to purchase a requested technology will take into consideration the ongoing costs of maintenance and repair, the availability of technical support, and the need for staff training and professional development. Additionally, because of funding sources like grants and gifts from PTOs, there may be some inequity across the district in terms of technology purchase. Any district-level technology purchase will attempt to minimize this inequity to the greatest extent possible.

Resource Alert: More information about purchasing and other financial processes and procedures can be found in the Business Office Procedures Manual available on the Staff Intranet.

Receiving Supplies & Equipment

Under Board Policy, the building principal is responsible for receiving supplies and equipment for the building. Upon receipt of supplies or equipment, the principal should send the packing slip and payment copy of the purchase order to the Business Office.

Credit Cards

At the Superintendent/designee's discretion, employees may be provided with access to a district credit card for use related to 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 district 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 using a 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 district no later than ten working days following use of the District's credit card. In exceptional circumstances, the Chief Financial Officer or Board may allow a claim without proper receipt.

Communication

Strong, open, professional communication is essential to our success as a district. There are several things employees can do to support this communication:

- Whenever possible, employees should seek to get answers to questions and resolution to problems at the lowest organizational level nearest to their concern. This means, unless there is a conflict of interest, the employee should begin by

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- raising their concerns with their immediate supervisor.
- If resolution with the immediate supervisor is not possible, the employee may bring the issue to the attention of the Human Resources department, by reaching out to HRSsupport@ankenyschools.org. To ensure the matter can be addressed as quickly as possible, this should be done within 15 days of the conversation with the supervisor.
- If the issue remains unresolved within 10 school days of the individual's discussion with Human Resources, the individual may ask to have the question or problem placed on the Board agenda. It is within the Board's discretion whether to hear the concern.

Certified employees are also always welcome to raise their concerns to the AEA union. Likewise, classified employees are always welcome to raise their concerns to the PPME union. Employees who have concerns related to diversity, equity, and inclusion may bring their concerns directly to the Director of Equity.

Staff Newsletters

The district's Communications Department produces a weekly electronic staff newsletter called Take Five. The newsletter helps avoid bombarding staff with lots of mass e-mails every day and provides information that can be referenced as needed. Employees are responsible for reading, understanding and acting on the information in this newsletter. Additionally, district administrators receive a weekly electronic newsletter called Principal Matters. This newsletter provides supplemental information that administrators may need in addition to that provided by Take Five.

Employees who wish to have information included in one of these publications should draft their proposed article(s) and email them to Samantha Aukes, Communications Director, by 3:30 p.m. on Friday to be considered for inclusion in the following week's publication.



THE EMPLOYEE EXPERIENCE: SUPPORTING & SERVING STUDENTS



CREATING AN INCLUSIVE CULTURE OF LEARNING

The district is committed to ensuring all students have the opportunity to learn, grow, and thrive. All staff have a responsibility to play in helping to create an environment that fosters this type of inclusion and support. Questions or concerns about the equity in the school environment can be addressed to Ken Morris, Jr., Director of Equity, kenneth.morris@ankenyschools.org.

Equal Educational Opportunity

The district is committed to ensuring each student has an opportunity to obtain an education. The district strives to develop a healthy social, intellectual, emotional, and physical self-concept in students enrolled in the district. Each student attending school will have the opportunity to use the district and its education program and services as a means for self-improvement and individual growth. Students are expected to conduct themselves in a manner that assures each student the same opportunity. Students and employees are expected to treat each other with respect.

The district supports the delivery of the education program and services to students free of discrimination on the basis of race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status or familial status. Employees are expected to use equal educational opportunity as a guide for making decisions related to facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Inquiries or grievances may be directed to Kenneth Morris, Equity Director, 306 SW School Street, P.O. Box 189, Ankeny, IA, 50021-0189, (515) 965-9600, kenneth.morris@ankenyschools.org; or the Iowa Civil Rights Commission, Grimes State Office Building, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.

Further information and copies of the procedures for filing a complaint are available in the District's central office and the administrative office in each attendance center.

Diversity, Equity, & Inclusion Training & Curriculum

The district shall not inhibit or violate the First Amendment rights and/or infringe upon the intellectual vitality of students and faculty or undermine the district's duty to protect to the fullest degree intellectual freedom and free expression.



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Without limiting the prohibitions above, mandatory staff or student training provided by an employee or contractor shall not teach, advocate, encourage, promote, or act upon specific stereotyping and scapegoating toward others on the basis of demographic group membership or identity. However, employees and contractors who provide any mandatory training may respond to questions regarding specific defined concepts, as defined by Iowa Code 261H.7, raised by participants in the training and may discuss specific defined concepts as part of a larger course of academic instruction.

Curriculum provided by an employee or contractor may teach sexism, slavery, racial oppression, racial segregation, and/or racial discrimination, including topics relating to the enactment and enforcement of laws resulting in sexism, racial oppression, segregation, and discrimination, and may discuss specific defined concepts, as defined by Iowa Code 261H.7, as part of a larger course of academic instruction. However, without limiting the prohibitions outlined elsewhere in this section, the curriculum shall not teach, advocate, encourage, promote, or act upon specific stereotyping and scapegoating toward others on the basis of demographic group membership or identity.

Employees and students shall not discriminate against others because of political ideology or any characteristic protected under the federal Civil Rights Act of 1964, Pub. L. 7 No. 88-352, as amended, and applicable state law.

Discrimination & Harassment Based on Sex: Title IX

In accordance with Title IX of the Education Amendments Act of 1972, the district prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

Procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX have been developed and are available on the district website. The Title IX grievance process outlined in the Title IX Procedures Manual shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the district may offer supportive measures to the target of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner

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in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Kenneth Morris, Jr., Director of Equity, 306 SW School St., Ankeny, IA 50023; 515-965-9600, kenneth.morris@ankenyschools.org

Resource Alert: The Title IX Procedures Manual, a step-by-step guide to the Title IX process, can be found on the dedicated Title IX page on the district's website.

Anti-Bullying, Anti-Harassment Policy

The district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt safe and civil environments and students' ability to learn and succeed. Therefore, it is the policy of the state and the school district that employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Staff must continually monitor the educational environment for incidents of bullying and/or harassment and shall report any incidents or complaints of student-to-student harassment to their building administrator.

For the purposes of the anti-bullying and anti-harassment policy, the following definitions shall apply:

- "Electronic" means any communication involving transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following:
 1. Places the student in reasonable fear of harm to the student's



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

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent/designee. An alternate will be designated in the event it is claimed that the superintendent/designee committed the alleged discrimination or some other conflict of interest exists.

Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent/designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. Initial complaints of bullying and harassment start at the building level unless there are circumstances in which the investigation at the building level would be inappropriate. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent/designee shall also be responsible for developing procedures regarding this policy.

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

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

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

For more information including more detail on complaint procedures, please see *Board Policy 102.00 Equal Educational Opportunity* and *Board Policy 104.00 Anti-Bullying/Anti-Harassment*.

Resource Alert: The TIPS system, accessible through the district website, provides an anonymous portal for anyone to submit an issue of concern, including bullying and/or harassing behavior.

Please do your part in stopping bullying and harassing behavior in Ankeny Schools.

Inappropriate Student Interaction

Inappropriate Student Interaction occurs when a person, alone or with others, intentionally engages in unwelcome verbal, written, or physical conduct toward a student that is sufficiently severe, persistent or pervasive that it causes physical or emotional harm to the student or damages property, or creates an intimidating, threatening, or abusive learning environment. Inappropriate Student Interaction includes conduct that occurs on school property, at school events, or, if away from school, which has a negative effect on the student while at school.

Inappropriate Student Interaction can include any electronic, written, verbal, or physical act or conduct toward a student.

- “Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, social media, or other similar



technologies.

Inappropriate Student Interaction may include, but is not limited to, the following:

- Verbal, nonverbal, physical or written Inappropriate Student Interaction, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, exclusion, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury,
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, exclusion, fear, or suffering to the victim
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, exclusion or suffering to the victim; and/or
- Use of one's strength or popularity to injure, threaten, exclude or embarrass (humiliate or insult) another student on purpose.

Inappropriate Student Interaction of students by students, school employees, and volunteers will not be tolerated.

Staff members and administration will enforce this policy. A student who believes they have been the subject of inappropriate interaction will first notify the principal/designee. The principal/designee may request the student complete the Inappropriate Student Interaction Complaint form, 504.45F or a written statement covering the specifics of the incident. The student will also be required to turn over evidence of the Inappropriate Student Interaction, including, but not limited to, letters, tapes, pictures, or text messages.

The principal/designee has the authority to initiate an investigation in the absence of a written complaint.

The school or district will promptly and reasonably investigate allegations of Inappropriate Student Interaction. The superintendent/designee will be responsible for handling all complaints by students alleging Inappropriate Student Interaction. The principal/designee will assess the definition of Inappropriate Student Interaction provided in policy. If the principal/designee has a reasonable belief that evidence and statements support an Inappropriate Student Interaction an investigation will commence as promptly as reasonably possible after the receipt of the complaint. The principal/designee will interview the complainant, the student committing the inappropriate interaction, and other witnesses as the principal deems necessary. The accused student may file a written statement in response to the complaint.

If another policy should be reviewed, then it will also be reviewed under that policy. The principal will review the evidence to determine the appropriate administrative action. If the conduct

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complained of violates other behavior rules, discipline may occur based on those rules.

Upon completion of the investigation, the principal/designee will make a finding and conclusions as to the allegation of Inappropriate Student Interaction. Those findings will be appropriately documented and recorded. In the report the principal/designee will document the disciplinary action taken or any other action taken in response to the complaint within the student information system. The complainant and the accused student will receive notice as to the conclusion of the investigation.

Students who knowingly file a false complaint may be subject to appropriate disciplinary action. Retaliation against any person because the person has filed an Inappropriate Student Interaction complaint or assisted or participated in an Inappropriate Student Interaction investigation or proceeding is also prohibited. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any District employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any District volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from District grounds.

If, after an investigation, a student is found in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a District employee is found in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a volunteer is found in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from District grounds. "Volunteer" means an individual who has regular, significant contact with students.

Additional information and a complaint form may be found in Board Policy 504.45 Inappropriate Student Interaction.

Teaching Controversial Issues

Another way employees can support students to feel safe and included in the learning environment is to be mindful about how they approach certain topics that, for a variety of reasons, may evoke strong reactions from students. Teachers and building leaders have a special responsibility here, given the nature of their roles.

If controversial issues are discussed, they should be fairly presented in a spirit of honest academic freedom that allows students to recognize the validity of other points of view and to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the factual bases underlying the



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controversy. Teachers should give students the opportunity to fully and fairly study, consider, and discuss all sides of controversial issues and should protect students' rights to study issues within limits of good taste, allowing students to express personal opinions without jeopardizing their relationships with their instructors or school. The intellectual freedom of students and employees is to be protected. Retaliation and/or discrimination against students or employees based on protected speech is not permitted.

Employees should refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, employees are not prohibited from expressing personal opinions as long as students are encouraged to reach their own decisions independently. Before controversial issues are covered, teachers should confer with their building administrator(s) to ensure they are taking a thoughtful approach, appropriately engaging families as needed, and creating an environment where controversial issues can be approached in an engaging way that draws students in.

Freedom of Expression

The district is committed creating an educational environment for all students that is free from substantial disruption or infringement upon student rights. To support with creation of this environment, employees should work to ensure student expression is appropriate and that students' intellectual freedom is protected. To that end, employees may not discriminate against students based on their protected speech or retaliate against them for complaining that their freedom of expression has been infinged.

Students may express viewpoints and opinions as long as the expression is responsible and does not, in the judgment of administration, encourage the breaking of laws, defame others, include obscenity and/or indecency, or cause a material and substantial disruption to the educational program.

Students who violate this policy may be subject to disciplinary measures.

Religious Expression

Employees can also help to create a safe, welcoming, and inclusive space for student learning by being mindful about the ways in which they engage with topics of religious significance. Employees are expected to demonstrate respect for the religious beliefs and practices of all persons and to refrain from questioning the absence of religious belief. When acting in their professional capacity, employees are representatives of the state and may not solicit or encourage religious or anti-religious activity and/or participate in such activity with students.

Employees must allow students, while engaged in school activities and/or during the instructional day, to demonstrate religious beliefs through prayer, attire, assignments, and/or speech as long as it is

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non-disruptive, subject to rules that normally pertain to student behavior, and does not impose religious beliefs on other students. Teachers may not engage in religious or anti-religious instruction as part of their work for the district, and they must ensure that their own views do not bias their instruction. Student assignments will be judged by ordinary academic standards.

Pertinent references to religion, even to doctrinal differences, whenever intrinsic to the lesson at hand, may be included in teaching, so long as the teaching is factual and objective and not devotional.

Additional information is available in Board Policy 603.80.

Pledge of Allegiance

Under state law, the Pledge of Allegiance is administered in 1st – 12th grade each school day. Each classroom in which the Pledge is recited is required to display the United States flag during recitation. Neither employees nor students are required to recite the Pledge if they (or, in case of students, their parents) object to them doing so. Additional information is available in Board Policy 606.02.

ENSURING STUDENT SAFETY

Abuse of Students

Employees have a particular responsibility to care for the well-being of students, which includes a responsibility to ensure students are safe from abuse.

Abuse of Students by District Employees

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees and district volunteers is not tolerated. Employees who violate this policy will be subject to disciplinary action up to and including termination.

Employees who witness, suspect, and/or otherwise have knowledge of abuse of students by district employees and/or volunteers **must immediately report** that information to their supervisor or to the district's Level 1 Investigator. Employees must be truthful and honest about the report. Employees may not retaliate against someone for making a complaint.

The district will respond promptly to allegations of abuse of students by employees and/or volunteers by investigating or arranging for the investigation of any allegation. Employees are required to assist in the investigation when requested to do so. The complaint will be handled confidentially to the maximum extent possible; those participating in the investigation must also maintain confidentiality.

Board Policy 504.41 Abuse of Students by District Employees has



more information.

The district's Level I Investigator is Jessica Dirks, Chief Human Resources Officer & Legal Affairs, jessica.dirks@ankenyschools.org.

Identifying & Reporting Child Abuse

Any certificated or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the child's care must report the suspected abuse orally to the Department of Human Services (DHS) by telephone and then must follow the verbal report with a written report on the appropriate form. (Employees with concerns about abuse of students by district employees or volunteers should follow the process in the section above.)

Non-licensed employees are strongly urged to report suspected abuse of children by caregivers, as well.

Employees must also report that abuse to building administration.

Employees shall make the oral report to Iowa DHS as soon as possible, but no later than 24 hours after becoming aware of the suspected abuse. Iowa Department of Human Services Child Protective Investigation Unit can be reached at:

1-800-362-2178
Iowa Department of Human Services
Centralized Intake Unit
PO Box 4826
Des Moines, IA 50305-4826

If the reporting employee believes the child is in immediate danger, the employee shall advise Ankeny law enforcement authorities, 515-286-3333.

Employees are expected to fully cooperate with DHS in conducting a child abuse investigation. Under law, reports of child abuse remain confidential.

A mandatory reporter employee's failure to make a report as required by law may subject the employee to disciplinary sanctions up to and including termination.

Resource Alert: The Iowa Department of Human Services website provides additional information.

Abuse Reporter Training

As mandated by the Board of Educational Examiners (BOEE), all certified staff, administrators, and para-educators who possess a BOEE license are required to complete an approved mandatory child and dependent adult abuse reporter training every five years. All classified staff who work directly with students must complete a mandatory reporter training once a year. The course must be

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taken from Heartland AEA or the Iowa Department of Human Services. Employees who complete trainings through Heartland AEA should provide a copy of the completion certificate to Human Resources. Training completed through Heartland AEA or the Iowa Department of Human Services will have a minimal cost (\$25 as of 2020).

Staff who do not hold a BOEE license will complete a training course via SafeSchools. Additional information will be shared by Human Resources as part of the annual training requirement roll out.

Corporal Punishment, Physical Restraint, & Seclusion of Students

Corporal Punishment, Mechanical, & Prone Restraint

The use of corporal punishment, mechanical restraint and/or prone restraint is **prohibited** in all schools.

Corporal punishment is intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain.

Employees are not prohibited from the following which are *not considered corporal punishment*: (1) using reasonable and necessary force, not designed or intended to cause pain, in order to protect the physical safety of self or students or, in some instances, to protect property; (2) using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device to restrict a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed, such as restraints for medical immobilization, adaptive devices, mechanical supports, and vehicle safety restraints used as intended during the transport.

Prone restraint means any restraint in which the student is held face down on the floor.

More information related to this requirement is available in *Board Policy 503.05*.

Physical Restraint and Seclusion of Students

On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students to promote the dignity, care, safety, welfare and security of each child and the school community. The district prioritizes the use of the least restrictive behavioral interventions appropriate for the situation.

Under law, prior to using physical restraint or seclusion, employees must receive training. This training will be assigned to employees;



employees are expected to complete it promptly to ensure compliance with the law.

More information can be found in *Board Policy 503.06*.

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- **People Manager Tip:** When new staff in any role join your team, prioritize ensuring they know who to contact in your building if they need support with challenging student situations. Ensuring staff know where to turn for help may help them respond appropriately should they find themselves in a situation where de-escalation is necessary.

Transporting of Students by Employees

To protect the safety of students and employees, employees may **not** transport students for school purposes without explicit permission from the superintendent/designee.

Each fall, building administrators provide Human Resources with a list of employees who they would like to have authorized to transport students for specific, narrowly-defined reasons. Human Resources runs traffic checks and works with the district's insurance company to determine who may be authorized to transport students and/or otherwise drive district vehicles.

Typically, employees authorized to transport students for school purposes will do so in district-owned vehicles. However, in some instances, the superintendent/designee may give an employee permission to transport students for school-related reasons in their personal vehicles. Employees given permission to transport students in personal vehicles are responsible for carrying automobile insurance. If an accident occurs while in the performance of work duties, the employee may be liable under the terms of the personal policy.

Employees must abide by all traffic regulations, including but not limited to the Iowa Child Seat Safety Law and Cell Phone and Texting law, when transporting students in district and/or personal vehicles.

Employees who transport students for school-related purposes must contact Human Resources if they receive a traffic ticket. Employees who are required to have a commercial driver's license to operate school vehicles transporting 16 or more persons, including the driver, and/or to operate vehicles weighing over 26,000 pounds are subject to random drug and alcohol testing. Employees who fail these drug and/or alcohol tests may be subject to repeated testing, required participation in a substance abuse treatment program, discipline, or termination. Board Policies 400.33 and 702.21 offer additional information.

Accidents Involving Students

Employees must immediately report any accidents involving students and/or injuries to students that happen on district property

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and/or in a district-related context to their supervisor. Activities Directors may provide additional specific direction that applies to accidents and/or injuries that happen as part of a school activity; employees are expected to follow these directions, as well.

Protecting Student Privacy and Confidentiality

All employees, regardless of their role, have an obligation to treat information about students with privacy and respect. While this obligation may look different depending on the employee's job, all employees must be exceptionally careful about what they share about students, particularly outside of the school context.

FERPA (Family Educational Rights & Privacy Act Law)

All district employees must follow FERPA. This law protects student information from being shared. There is a limited exception for sharing information with other staff when it furthered legitimate educational objectives. *Otherwise, sharing protected student information with other staff, students, or the public is prohibited.* Unauthorized disclosure of student information may be grounds for discipline, up to and including, termination.

Some student information is considered "directory information." This is information in a student's education records that would not generally be considered harmful or an invasion of privacy to disclose. The district may disclose "directory information" to third parties if it has given notice of what it considers directory information and if the student's parents have had a chance to restrict access to the student's directory information.

In order to photograph, videotape, or use student information in a publication, the student must have parental "directory information" permission recorded in Infinite Campus. Students without this permission cannot be included in published photos, live streaming, news stories, and web or district publications.

The district considers the items below "directory information":

- Student name
- Student photos, audio or video recordings (this includes athletic and activity team photos)
- Student work
- Section/Team
- Curriculum (field of study)
- Grade Level
- Participation in recognized organizations, activities and sports
- Weight and height of members of athletic teams
- Degrees, awards and honors received
- The most recent educational institution attended
- Date of attendance at the School District

The directory information permission checkbox in Infinite Campus is **all inclusive for forms of publication.** Without directory information permission, **no** directory information may be included in:

- Newspaper articles



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- Television
- Website articles
- Podcasts
- District publications and/or building newsletters
- Yearbooks
- Playbills or programs for a drama, music or other production
- Printed graduation programs or academic recognition programs
- Honor roll or other recognition lists
- Graduation programs
- Sports activities sheets
- Sports team photos (photos are included in the yearbook and in the fall & spring activities programs, so you must have directory information permission)
- Any other similar publications

Yearbooks, graduation programs and other District publications are public documents. Once published, the information can be copied and included in any newspaper article.

Information about a student that is not designated as “directory information” is confidential and access is provided to staff for internal use only to assist personnel in the student’s education.

Employees should take the following steps to ensure FERPA compliance:

- Check the students on your roster(s) at the beginning of the year and create a list of FERPA permissions to keep handy. This will save you time over the course of the year. Photographers, videographers and reporters need to know which students do not have FERPA permission. Permissions related to directory information are updated annually, so be sure to pull a **new list** at the beginning of each school year.
- Review student photos / information against your list of FERPA directory information permissions when submitting pictures, newspaper submissions, updating the web, and/or posting on other publications to ensure compliance with parental permissions.
- Employees responsible for producing a program, playbill, activities program or other document, **must** check the list of students against the FERPA directory information permissions list and make any necessary adjustments to these documents.
- Notify any photographer, videographer, reporter, etc. which students cannot be included in pictures and/or named in a story to ensure no students without permission are included.
- It is beneficial for building secretaries to maintain a master list of students in the building who **do not** have directory information permission. This streamlines the process of checking photos and lists of students in large-group situations.

Staff may not send out their own permission forms to allow the inclusion of directory information in a specific program or yearbook if parents have opted out of directory information permission. The

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district directory information form is the only source of permission and it takes precedence.

See Board Policies 505.60 *Student Directory Information*, 506.01 *Student Records Access*, and Appendix A to the 500 Series for much more information related to FERPA. Please direct any questions about FERPA compliance to the Communications office.

Photos, Recordings, & Interviews for Classroom Purposes

Staff may photograph, record and interview students in their classes; students may also be involved in creation of photos, recordings and interviews of other students for class projects, student newspapers, student television/internet video channels and other purposes. These materials may be posted to websites, or sent to media outlets as parts of articles promoting the work and accomplishments of our students, provided that relevant employee(s) first review the photos, videos, audio recordings, and/or articles to ensure all students involved have Directory Information Permission. If a student does not have Directory Information Permission, photos, recordings and/or interviews cannot be taken, as opposed to "taken but not shared or posted."

Photos, Recordings, & Interviews NOT Related to Media or Classroom Purposes

The District may receive requests for photos or video, audio or interviews to be taken in classrooms by third parties that are not members of the press. Due to the potential long-term nature of use of these documents, additional steps must be taken before the project can commence. Staff must contact the Communications Department and the building principal prior to authorizing any such photography, recording, and/or interviewing. A talent release form created by the requestor which grants permission to use the photos/video/audio/interviews in perpetuity must be signed by the parent(s)/guardian(s) of any students involved before the photos/video/audio/interviews are taken; any student who does not return the signed form cannot be photographed or recorded. This requirement does not apply to groups such as PTOs, various booster clubs and other District-related organizations, but these photos/recordings may only be used during the current school year.

Student Inclusion in Research

Employees who are approved to conduct research projects has a special additional obligation to protect student safety and privacy. No student may be required without their consent to submit to surveys, analysis or evaluation that reveals information concerning:

- political affiliations; or beliefs of the student or student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior



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- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Research may not be used to discriminate against any student on the basis of race, color, creed, national origin, sex, physical or mental ability or disability, religion, sexual orientation, gender identity, socioeconomic status, or marital status, in accordance with applicable law.

Animals in the Classroom

For a variety of reasons related to student health and safety, live animals other than service animals are not allowed in district facilities except under special circumstances and/or for specific curricular purposes.

If a live animal is allowed on district property, the relevant employee must provide appropriate supervision of the animal, arrange for transportation of the animal other than in district vehicles, ensure that the animal is current on all necessary vaccinations, and notify parents in advance of the animal's anticipated presence.

THE EMPLOYEE EXPERIENCE: ENGAGING WITH THE COMMUNITY



WELCOMING VISITORS & VOLUNTEERS

The district is grateful for the support of parents and other community members and is happy to invite them to visit buildings and volunteer in support of our students so long as their presence does not disrupt the learning environment and/or sacrifice safety. Employees play an important role in making sure that visitor and volunteer policies are being applied in an appropriate, consistent way across buildings. Employees who are considering inviting a visitor to the building and/or seeking volunteer support should first review the Board Policy 1004.30 Visitors & Volunteers and the volunteer page on the district website to ensure an understanding of the process.

Employees are expected to address inappropriate visitor conduct in accordance with district policies, including reporting inappropriate conduct to their supervisor(s) and/or other designated District staff when warranted.

Safety Checks for Volunteers: Potential volunteers are subject to criminal background checks including a check on Iowa's Sex Offender Registry. The District uses an outside vendor to process background checks. A background check must be completed and approved through Human Resources before the volunteer begins performing tasks or duties. Criminal background checks are considered valid for up to five years. If you are unsure whether a volunteer has undergone a recent background check, please consult with Human Resources. The District reserves the right to restrict volunteers based on the outcome of the background check. Approved volunteers will be asked to go through Raptor process each time they visit a district property, as well.

Safety Checks for Visitors: The district requires visitors to district property to present government-issued photo identification upon their arrival so the visitor may be processed through the Raptor system that can determine if an individual is on the sex abuse or child abuse registry.

Prohibition on Sex Offenders on District Property: Under Iowa law, a sex offender that commits an offense with a minor may not be on district grounds without express permission. Each year, staff members must affirm that they have not committed a sex offense that would prohibit access to district property. In addition, the law requires the district to do background checks for all employees on a regular basis.

This prohibition also applies to parents, guardians, visitors, and volunteers. To ensure student safety and compliance with this requirement, Raptor checks are done on all visitors and volunteers. Additionally, under Iowa law, volunteers and vendors are required

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to certify knowledge and disclose any sexual offender charge so the district can determine if they may be lawfully allowed on district property. Each building must provide a copy of the certification for volunteers to sign before they are allowed to serve in the building.

Staff has a duty to make sure these restrictions are obeyed. Questions or concerns about these requirements should be dressed to Human Resources and/or to the Safety and Security Specialist.

COMMUNITY ENGAGEMENT

During the course of their employment, staff may have the opportunity to engage with community members and community organizations. When approached thoughtfully, these can be wonderful chances to build relationships and enhance the student experience. However, employees' top priority must remain the safety of the school environment. To support with this this district has established parameters around some common forms of community engagement.

Communications: Working with the Media

The district is committed to keeping the public informed about its activities and welcomes input and inquiries from staff and the community at large. The Communications Department helps to facilitate this communication and to support employees in navigating situations where external communication may be a possibility. There are numerous laws and ethical issues including the Family Educational Rights and Privacy Act Law (FERPA) that must be considered when communicating with the public and the media.

Employees are reminded of the following expectations for interacting with the media:

- With the exception of public events like sporting events where the press is invited, all media inquiries and requests should be handled by the Communications Department. The Communications Department should be the first point of contact with the media and should work to arrange any media interactions. Using the Communications Department as a first point of contact helps to ensure legal and policy issues are considered and that the impact on instructional time is minimized.
- If the press contacts you and/or shows up at your building and you have not received advanced notice from the Communications Department, politely ask the reporter to contact the Samantha Aukes, Director of Communications, (samantha.aukes@ankenyschools.org). It is necessary to follow this protocol even if you have an existing relationship with the reporter.
 - *Contact the Communications Office yourself **before***



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answering any questions and/or allowing the media representative to take photos, video, etc. This will help you confirm if it is appropriate for you to engage with the member of the media. Note that the Communications Department will generally contact you to inform you of a media request, rather than just sending a reporter to you without any advance notice. For this reason, it is especially important to check with Communications if a reporter shows up unexpectedly.

- Once aware of a media request, the Communications Department may ask you and/or another spokesperson to speak about the subject. If you will be asked to speak to the press, the Communications Department will work with you and the reporter next steps to minimize disruption. The Communications Department also discuss key messages and issues with you to ensure you feel prepared and comfortable for any media interaction.
- Media does not have the right to take pictures, video tape or interview students on district property without permission.** Again, the exception to this rule is public events, such as sports events, to which the public is invited and the press has access.

Collaborating with Community Organizations

Employees are encouraged to collaborate with community organizations and community members to enhance the educational program when such collaboration directly correlates to and enhances teaching, learning, and the overall student experience.

Before an employee uses materials provided by an external organization, the employee must review the materials to ensure they are: aligned to district values, grade-level appropriate, complementary to the established curriculum, and free from solicitation or advertising. Employees should reach out to their building principal and/or the Academic Services Team if they need support navigating this review process.

Guest speakers will be required to go through the district's visitor review process (see the section on visitors elsewhere in this handbook). Community members wanting to volunteer are subject to the district's volunteer requirements.

Open Night

The district aims to avoid scheduling student activities after 6:30 p.m. on Wednesday nights from August through May. Employees should strive to avoid scheduling events during this time, as well. Exceptions to this limitation may be made by district leaders when the event is beyond the district's control and/or when participation in a Wednesday evening event is important to the District's learning goals.

Employee Engagement in Civic and Community Life

The district is fortunate to have many employees who are active

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members of the community at large and are engaged in civic life in a variety of ways. Employees are reminded of the following parameters to help them balance their external commitments to the responsibilities of their work in the district.

Public Service: Employees may engage in public service such as volunteer and community service so long as that public service create an impermissible conflict of interest for the employee or hinder them from performing their district work responsibilities.

Employee Political Activity: Employees may conduct appropriate activities that encourage students to become involved in the political processes and the district may use political figures, public officials, and/or candidates as resource persons in the schools. However, employees may not campaign or engage in political activity on district property during work hours. Violations of this policy may result in discipline, up to and including termination. Employees interested in running for office may be provided an unpaid leave of absence to campaign for and/or to serve as an elected public official. More information is available in *Board Policy 400.36 Employee Political Activity*.

Fundraising

As a district, we are grateful for the support from individuals and organizations in our community, including through participation in fundraising (activities conducted by students, their families, and/or staff to raise money for educational and co-curricular programs of the district). However, to ensure equity and to be mindful of the asks we make of students, families, and the community – who are able to participate in fundraisers to varying degrees – we have implemented the following expectations for fundraisers:

- Buildings may choose to have up to three fundraising campaigns per school year. There may be ad hoc initiatives in response to staff/community/family events with permission of the principal.
- Participation in fundraisers must be voluntary and entirely at the discretion of the potential fundraising participant (student, staff member, etc.). To that end, sponsors should not set an amount each student is required to raise. Rewards to specific students should be minimized or given to the group as a whole.
- Fundraising and participation in fundraising should be consistent with the District's mission and values.
- The safety of students and staff in any fundraising events is paramount.
- The goals and specific purpose of any fundraiser should be transparent. Before the beginning of a fundraising campaign, students/parents should be informed of the fundraiser's goal and given an option to write a check to the organization. Additionally, if items are being sold, the percentage that the school organization will actually receive should be identified.
- Cash should not be kept in building offices, classrooms, or by individuals. Any cash collected during the day should be turned over to the business office at the close of each school



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day.

- Prior to any purchase of, or fundraising for the purchase of goods or services for the District, the group will confer with the Superintendent/designee to assist the group in purchasing goods or services to meet the District's needs.
- The District's wellness and use of community facilities policies must be taken into account when planning fundraisers.
- When possible, fundraisers should provide benefit for all buildings in the District to support equity of opportunity for students.

See *Board Policy 1004.60* for more information and fundraising paperwork.

Online Fundraising Campaigns – Crowdfunding: Crowdfunding campaigns initiated by employees and/or volunteers on behalf of a building or the district are not permitted.

Note that fundraisers that have been approved consistent with the fundraising policy may use an online payment option provided that option has been approved by the Business Office and that the outside fundraising entity assumes responsibility for providing security of credit card information, bank routing information, email addresses, phone numbers, and any other personal information exchanged in the transaction.

THE EMPLOYEE EXPERIENCE: ADDITIONAL EXPECTATIONS FOR EMPLOYEE CONDUCT

SAFE & HEALTHY WORK ENVIRONMENT

The district is committed to the health and safety of staff, students, and other members of the school community. To that end, staff must meet several expectations that help create a safe and healthy school environment.

Asbestos Notification

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in and to act as a guide in formulating asbestos management policies for schools. District facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for district facilities, including notification letters, training for employees, a set of procedures to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the district office.

Care of and Protection against Hazardous Chemicals

Federal law requires the district to take several actions to protect staff, students, and visitors from potentially hazardous chemicals. Specifically, employees must complete training regarding hazardous chemicals. Human Resources distributes information related to this training to relevant staff at appropriate points in their careers with the district. Additionally, district personnel working with students must share information about hazardous chemicals with which they are working as part of the educational program. To help ensure safe use and training on chemicals, employees may not bring any cleaning chemicals onto district property. All cleaning chemicals must be supplied by the district.

Additional MSDS Hazardous Materials Information is available on the Staff Intranet.

Bloodborne Pathogens

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans, such as hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needlesticks and other sharps-related injuries may expose workers to bloodborne pathogens.

All staff are required to successfully complete bloodborne pathogens training offered by the district each year. Human

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Resources provides additional information about this training at the start of the school year.

Communicable Diseases

Communicable diseases are illnesses caused by viruses or bacteria that people spread to one another through contact with contaminated surfaces, bodily fluids, blood products, insect bites, or through the air.

Employees who have communicable diseases that create a substantial risk of harm to others at their workplace must report their condition to Human Resources any time the employee is aware that the disease actively creates that risk. Human Resources will work with the employee, their health care provider, and public health officials to determine the scope of the risk to others and whether the disease prevents the employee from performing their job responsibilities. The team will consider the risk of transmission of a communicable disease and the danger to the person of infection. The district will follow all applicable law and policy if an employee with a communicable disease requires a reasonable accommodation to perform the essential functions of his/her job.

Employees with communicable diseases may perform their regular job duties, so long as they can do and so long as their presence does not create a risk of illness or transmission others in that facility. However, employees with communicable diseases may be excluded from school and/or school assignments for the period that their conditions endanger the health or safety of others or during such period as they are physically unable to perform assigned tasks.

Human Resources places the utmost importance on privacy and will keep information related to communicable diseases confidential to the extent allowed by law and public health. In some instances, the district may be required to report a communicable disease to the appropriate public health authorities.

Employees identified as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine. In handling body fluids, personnel will follow universal precautions in accordance with administrative guidelines.
Substance-Free & Tobacco-Free Workplace.

District employees may unlawfully manufacture, distribute, dispense, possess, use or be under the influence of in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by law. "Workplace" includes district facilities, district premises, district vehicles, and/or non-district property where the employee is present due to any



district-sponsored, -approved or -related activity where students are under the control of the district or where the employee is engaged in district business.

Additionally, in accordance with the Iowa Smokefree Air Act and Board policy, all Ankeny Community School District facilities, grounds and vehicles are expected to tobacco, tobacco products and nicotine free. Smoking in a privately owned vehicle on District grounds is also not permitted. This policy applies at all times, including at district-sponsored and non-district-sponsored events. Employees who violate these expectations related to substances and/or tobacco will be subject to disciplinary action up to and including termination. The district will notify law enforcement if a staff member is convicted of a drug offense that happened in the workplace.

Additional information is available in *Board Policies 406.00 and 902.10*.

Resource Alert: Free and confidential resources are available to support employees dealing with substance- and/or tobacco-related situations. The Employee Assistance Program (EAP) through Employee and Family Resources (EFR) can be reached at 1-800-327-4692. The Ankeny Substance Abuse Project (ASAP) can be reached at 515-964-4357.

Keys & Keyless Entry

All district buildings are programmed for keyless access. Employees are provided with a key fob to provide access into their assigned work site(s) and other sites as determined by security protocols. After-hours and weekend access is limited. Deviations from the keyless entry security protocol are not permissible unless and until they are approved by the building principal and Safety and Security Specialist.

Staff are responsible for their key fobs. An employee must contact Operations as soon as possible if their fobs is lost or stolen. A nominal fee may be charged for replacement of a fob. When an employee leaves the district, they must surrender their fob to their supervisor. Similarly, the District discontinues fob access upon notice of termination.

Identification Badges

Each year, employees are issued new identification badges that are color-coded to signify the school year in which they are valid. To help ensure building security, all staff (including substitutes), as well as visitors and volunteers must clearly display their identification badges at all times. Employees who need new or replacement badges should first notify their building secretary and, if directed to do so, contact the district office receptionist.

As a special benefit to employees, each employee may use their identification badge to gain entry for themselves and one guest to

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district athletic activities (some restrictions may apply).

Weapons

Weapons, dangerous objects, and look-alike objects are not allowed on district property, district vehicles, district buildings, district grounds, district parking lots, as well as any site at which a district sponsored event or trip is taking place. A person in possession of any weapon, firearm, and/or other dangerous object may be banned from district property. To the extent permitted by law, weapons under the control of law enforcement officials and/or other individuals specifically authorized by the board to carry weapons are exempt from this policy.

Additional information is available in *Board Policy 502.13*.

Emergency Safety

Student, staff, and visitor safety is of utmost importance to the district. Employees play a significant role in ensuring the safety and well-being of students in emergency situations, and so must be knowledgeable district crisis plans.

Each classroom has a red Teacher/Faculty Level Emergency Management Manual that contains flip charts with instructions to follow in the event of an emergency. Additionally, each classroom has a clipboard to store current rosters and red/green cards to be used in the event of an evacuation. These materials should be kept in an area where they can be easily accessed by substitutes. They should not be shared publicly.

Tornado signage and fire evacuation maps are posted in each district facility. Additionally, principals are required to hold drills regularly to ensure students and staff are familiar with emergency procedures. In case of fire, a continuous alarm will sound. Upon hearing the alarm, staff should collect students (if relevant), close doors, and exit the building as quickly as possible. Employees are responsible for acquainting themselves with evacuation procedures and tornado safe areas in their buildings.

Employees should notify their principal and/or the district's Safety and Security Specialist immediately if any of these safety materials are missing from their work areas.

Severe Weather / School Closing

The district may close or delay school because of extreme weather or other emergency conditions. Such closings and/or delayed openings will be communicated via the media as soon as possible. Additional information about how a closing or delayed start may impact the school or work day, please see *Board Policy 601.30*.



PROFESSIONAL WORK ENVIRONMENT

The district observes several norms and operating procedures to help ensure a professional working environment and positive learning climate for students. In addition to the expectations outlined elsewhere in this handbook, in policy, and in other communications from district administrators, these requirements include the following:

Office Hours

The district's central administrative office is open from 7:30 a.m. until 4:30 p.m. Monday through Friday on days when school is in session. During the winter, spring and summer breaks, these hours may be adjusted. To make the best use of their time and because schedules can be unpredictable, employees are encouraged to make appointments to visit with district office staff during these hours.

School buildings may establish limited office hours during the summer and breaks. Summer hours begin one week after school ends and end one week before new teachers return.

Employee Conduct & Appearance

Employees are role models for students and should dress, groom, and conduct themselves in a professional manner appropriate to the educational environment. Employees should dress in attire appropriate for their position; what is appropriate attire may vary by the job being performed. In all cases, clothing should be neat, clean, and in good taste for an educational setting.

Employees are typically permitted to wear jeans to work on Mondays and Fridays. Employees may also be allowed to wear jeans on other designated casual dress or spirit days throughout the year. Employees may be required to change clothes if the principal or supervisor believes that the employee's attire is inappropriate for the school environment.

Licensed employees, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

Honesty & the Public Trust

Employees serve in positions of public trust, so their behavior must be honest and above reproach at all times. Specifically, employees are prohibited from actions including but not limited to: knowingly making false statements to district representatives, stealing money or property belonging to the district or others on district property, failing to report or transfer district funds or property to authorized district representatives unauthorized use of district property, falsification of official records, engaged in authorized

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work for the district, misuse of district accounts or allowances, and/or falsely reporting time work or reasons for leave taken. Employees who violate this policy are subject to disciplinary action up to and including termination of employment.

Children in the Workplace

Employees may not have their children in the workplace in any district building during work hours and/or before and after school hours.

Workplace Privacy & Searches

Work equipment and supplies, including telephone service, computers, and/or other electronic devices, that the district furnishes to employees are district property. Employees should not assume any right to privacy in a district desk and/or in a work area on district property or on any district telecommunication or electronic device.

Authorized district representatives may inspect district property, including employee desks and work spaces, at any time, with or without notice to the employee. Similarly, authorized district representatives may enter, examine and copy any electronic record, computer file or computer communication on any computer located on district property or belonging to the district. The district may monitor and record any telephone communication and may examine and copy or record any voice mail communication conducted with district equipment and/or on district property.

The district also attempts to maintain a safe environment for students and employees and this safety concern requires that authorized district representatives be permitted access to any personal items brought onto district property or to district events. Any such items are subject to inspection by the District at any time, with or without notice to the employee.

Personal Property

While the district carries insurance to cover property loss, this insurance does not cover the loss of personal property brought onto district premises. Therefore, the district assumes no liability for any item of personal property brought onto school property, including outdoor facilities and parking areas. Employees are personally responsible for the care, maintenance, and replacement of any personal items brought onto district property.

FINANCIAL & LEGAL MATTERS

As a public entity, the district is subject to a number of specific financial and legal requirements that place parameters on employee behavior. While employees are not expected to



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know all of the complicated details of compliance with these requirements that are handled by the Business Office, Legal Affairs, and/or outside experts, all employees are expected to meet the requirements described below, as well as other requirements shared in policy, this handbook, and in other district communications.

The Role of the Board of Education and Board Policy

A seven-member board governs the district. Board members are elected at-large and serve staggered, four-year terms.

The Board approves district budgets and program plans before they are submitted to the Iowa Department of Education, hires a superintendent, and establishes policy to support and supplement federal and state requirements. Board meetings are held on the first and third Tuesday of each month. Agendas are posted at least 24 hours in advance. Staff and the public are welcome to attend. Under Iowa law, the Board is required to review each policy at least once every five years; this often results in updates to policy that take place immediately upon approval by the board. Employees are responsible for knowing and following board policies, as well as associated rules and regulations. Current policies are available on the district website.

Appropriate Use of Public Funds

District funds are public funds and, as such, should be used to further a public purpose and the overall educational mission. Prior to making a purchase with public funds, an employee should be comfortable defending the purchase/reimbursement to taxpayers. If the employee is uncomfortable doing so, the purchase may not fulfill a public purpose and the employee should seek additional guidance from the Business Office before making the purchase. Purchases of food and refreshment for district staff, even within the district, should comply with the District's Employee Travel Compensation policy, and all other applicable policies. All purchases/ reimbursements shall comply with applicable laws, Board policies and District accounting requirements. Additional guidance regarding appropriate expenditures of school funds can be found in *Board Policy 203.80*.

Any employee using district-owned property or facilities for a use outside their duties as an employee is doing so as a renter, not as a district employee. All renters will follow Policy 1004.40 Fees for Use of District Facilities when using district property and/or equipment.

Resource Alert: The Business Procedures Manual, available on the Staff Intranet, provides even more information, as well as step-by-step guidelines for seeking approval and/or reimbursement for the expenditure of public funds.

Gifts to Employees

Iowa's Gift Law prohibits staff from, directly or indirectly, soliciting, accepting, and/or receiving a gift, series of gifts or honorarium. A

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"gift" is anything of value given without the giving of something of equal or greater value in return. An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article.

There are a handful of exceptions to the prohibition on acceptance of gifts and honorariums. Some common exceptions include:

- Employee accepting food or drink valued at under \$2.99 per day/per donor. (Any items received over the \$2.99 limit will be considered District property and tagged appropriately.)
- Employee accepting a memento with negligible resale value (such as a personalized plaque) or an item offered to the general public
- Employee accepting nominal gifts from students or families (e.g., holiday gifts); however, employees are encouraged to urge that students or families purchase classroom supplies, games, or tools in lieu of offering personal gifts to employees.

Employees are responsible for knowing when it is appropriate to accept or reject a gift or honorarium. Employees should review the information in *Board Policies 400.06 and 1003.20*.

Promotions & Solicitations

Promotion or solicitation of products, services, or memberships from outside organizations is prohibited on district property unless specifically provided in policy or through collective bargaining. If an outside agency wants to promote an activity or event through the use of a brochure or flier, that material must be approved by the Communications Department before distribution.

Travel & Transport by Employees

Staff who travel in their own vehicles are covered by the District's liability coverage for travel undertaken for official district business; this does not include commuting. This coverage is in excess of staff's personal auto coverage and does not apply for damage to the vehicle itself.

Employees must have explicit permission to transport students, as described elsewhere in this handbook and in Board Policy. Staff who – with authorization – choose to transport students in personal vehicles may be liable should an accident occur. If staff decides to transport students, the travel must be in the course of official school purposes, which does not include trips for social activities, rewards, or convenience.

The district will reimburse staff for actual travel expenses incurred while conducting official district business. There are specific business procedures for submitting travel expense claims. Business mileage will be reimbursed at the governmentally-defined rate per mile. Mileage does not include commuting. Expense reports must be turned in monthly. Additional information is in *Board Policy 803.90*.



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Background Checks

There are a number of laws that require district employees to complete background checks at the time of their hire and periodically throughout their employment with the district. Human Resources and/or the Board of Educational Examiners will provide additional information to employees as

Notification of Arrest, Criminal Charges, and/or Child Abuse Complaints

District employees must notify the Chief Officer of Human Resources and Legal Affairs if they are arrested and/or if criminal charges are filed against them; they must also provide notice related to the disposition of any pending criminal charges against them. Employees who transport students as part of their work for the district must also report traffic violations. This notice must be provided within five (5) business days of the employee learning about the event that needs to be reported (arrest, outcome of criminal matter, etc.).

Employees must also notify the Chief Officer of Human Resources and Legal Affairs of any child abuse or dependent abuse complaints against them and about the findings in any complaint alleging child abuse against them. Employees must provide this notice within five (5) business days of the employee learning about the event that needs to be reported.

Employees may be subject to disciplinary action up to and including termination for failure to notify the district as described above.

Subpoenas, Requests for Records, and/or Interviews in Legal Matters

There may be times when staff are contacted by lawyers, law enforcement officials, and/or social service agencies and asked to provide information on issues related to students, staff, and/or other aspects of their work with the district. Examples of this include but are not limited to receiving a subpoena for a student's educational file, getting a letter from a lawyer asking an employee to testify in a trial, or taking a call from a social worker asking for input on a student's behavior.

This situation commonly comes up with regard to issues related to custody and/or parental rights. It is the district's policy to remain neutral and to obey all court orders in such matters. Further, it is the district's policy that any employee subpoenaed to testify such a matter provide objective, factual information and not share opinions about the student and/or family law issues.

An employee who receives a court order, subpoena, legal request for records, and/or similar legal communication – whether about a custody issue or any other matter connected to their work in the district - should immediately notify their principal and/or department head and work with them to contact the Chief

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Officer of Human Resources & Legal Affairs. To ensure compliance with the law and policy, the employee should do this before responding to the request; in some cases, it may be determined that someone other than the employee will respond to the request.

Protection of and Access to District Records

As a public school district, the district is required to maintain a large number of records in specific ways and for specific periods of time. While the majority of the work of maintaining appropriate records sits with Business Services and/or Human Resources & Legal Affairs, all employees should be aware of some recordkeeping practices that are particularly relevant to them.

For a list of records kept by the district and the duration for which they are maintained, see *Board Policy 805.10*.

Personnel Records: Human Resources maintains employees' official personnel records as electronic files. Employees may access and make written objections to information in their own personnel files. Access will be granted at all reasonable times, such as during regular school hours. If an employee wishes to make a written objection, the employee must sign it; it will then become part of the personnel file.

The superintendent, the employee's principal, the employee's supervisor, and/or a Board member (if it relates to the Board member's duties or responsibilities) may access the employee's personnel file without the employee's consent. No other person may have access to an employee's personnel file except when the employee gives written consent to the release of his/her records, specifying the records to be released and to whom, and/or when the records are subpoenaed or under court order.

Student Records: The district maintains complete individual permanent records for all students. Information about what is maintained in these records can be found in *Board Policy 805.30*. Information about protection of student records can be found in policies and sections of this handbook related to FERPA.

COMMUNICATION

Communication between employees, students, families, and the broader school community is essential to achieving the district's mission. Expectations for various forms of communication help ensure safety, consistency, and compliance with relevant law and policy.

Cellular Phones

Employees may use cellular phones in district buildings for incidental personal use. However, they may not use them while instructing or supervising students unless their use is part of the



educational program. Inappropriate use of cell phones may result in discipline up to and including termination. Providing students personal cell phone numbers is discouraged unless there is an educational purpose for that communication. Refer to *Board Policy 400.13* for additional information.

The district may provide some employees with cell phone service and/or cell phone stipends if necessary for the performance of their roles in the district. Employees provided with this benefit may be required to carry a phone during and after normal school hours.

More information is available at *Board Policy 807.00*.

Electronic Communications and Network Use

General Use of the District's Network: The district computer network, including but not limited to the internet, intranet, and email, is integral to the accomplishment of the district's mission. Employees are required to appropriately use district-owned and district-provided technology and technology-based information resources, including district-provided networks, electronic media, and telecommunications tools, such as access to Internet resources whether on district property or remotely. Appropriate use includes but is not limited to the following:

- District-provided telecommunications, electronic, and networked information resources are for the advancement and promotion of learning and teaching, only incidental personal use is allowed. Use of the network for commercial activity, including advertising or personal gain, is strictly prohibited. Similarly, use of the network for extensive personal use is prohibited.
- Use of the district's networked resources must be consistent with the district's mission and not disrupt from the educational process.
- Infringing on any copyrights or other intellectual property rights and/or patent protections such as license agreements, including copying, installing, receiving, transmitting or making available any copyrighted software on the District computer network is strictly prohibited.
- Employees must not disobey the law, Board Policy, and/or district procedures and/or encourage students to disobey the law, Board Policy, and/or district when accessing websites on the Internet.
- Employees must not use the network to receive, download, transmit, and/or make available to others pornographic, obscene, offensive, or sexually explicit material, messages that are racist, sexist, and abusive or harassing to others.
- Employees must not actively do harm to the district equipment and networks, such as through vandalism (including by knowingly propagating computer worms and/or viruses on district technology), intentionally interfering with and/or disrupting or crashing the network or connected systems, and/or installing software on district computers or network without permission from the Director of Technology.

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- Employees must not seek or gain unauthorized access to networked information resources, use the network to make unauthorized entry to other computational, informational, or communications devices or resources, and/or engage in unauthorized destruction, alteration, dismantling, disfigurement, and/or prevention of rightful access to, other interference with, the integrity of computer-based information and/or information resources.
- Employees must not use or knowingly allow another to use any computer, computer network, computer system, program, or software to devise or execute any artifice or scheme to defraud and/or obtain money, property, services, and/or other things of value by false pretenses, promises, and/or representations.
- Employees must not use the network to send anonymous messages or files for incidental use and/or to reveal personal information of oneself or another person.
- Employees must abide by generally accepted rules of etiquette and communicate professionally and appropriately when using district networks. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate, and employees should not use profanity, obscenities, or otherwise objectionable language in public or private messages on the district's network.
- Employees must identify the IT department as soon as possible if they identify a security issue on the district's network.

E-mail: Employees are issued district e-mail accounts and are held responsible at all times for the proper use of the accounts in their names. These accounts may be accessed from anywhere with an internet connection via <https://webmail.ankenyschools.org> and entering the staff e-mail address and password.

Proper use of district e-mail includes but is not limited to the following:

- Employees should check their district e-mail regularly during their work hours – the frequency with which this happens may vary depending on the employee's role and access to district-provided technology – and promptly reply to messages.
- Unless there is an unavoidable emergency situation that makes it impossible, employees should only use district technology and district e-mail accounts to electronically communicate with parents and/or students. If an employee must use a personal device and/or a personal account for this communication, the employee should save the communication so it can be archived.
- Employees may not use others' accounts and/or passwords without express permission. Similarly, employees may not attempt to read, delete, copy, or modify another user's e-mail without express permission.
- Employees may not forge or attempt to forge an e-mail message.



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- District and building internal e-memos, communications, emails and attachments are covered by the Electronic Communications Privacy Act and may contain privileged and confidential information intended only for the use of the staff to whom they are sent. Employees may not disclose, distribute, copy, and/or forward these emails to anyone who is not the intended recipient.
- Employee e-mail signatures should be factual in nature and should not include personalization, such as quotes or personal belief statements. Signatures should only include the following: Name, title, relevant contact information, and the following privacy and equal opportunity statements:
 - Confidentiality Notice: This email and any attachments are covered by the Electronic Communications Privacy Act, 18 U.S.C. §§2510-2521 and contain privileged and confidential information intended only for the use of the individual or entity named. If you are not the intended recipient, you are hereby notified that you should not review, use, disclose, distribute, copy, or forward this email. If you have received this email in error, please notify the sender immediately and delete/destroy any and all copies of the original message.
 - Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Kenneth Morris, Jr., Director of Equity, 306 SW School Street, P.O. Box 189, Ankeny, IA, 50021-0189, (515) 965-9600, kenneth.morris@ankenyschools.org; or the Iowa Civil Rights Commission, Grimes State Office Building, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.

The equity statement should be included at the bottom of the last page of your document, in a font between 7-10 point. Note many publications are beginning to use the statement on the back cover in a standard format (see staff contracts for an example).

- Employees must familiarize themselves with and adhere to the district's E-mail Retention Policy, Board Policy 400.14, which governs how long employee e-mails and instant messages (all of which are public record) of different types should be retained.

Social Media & Use of External Websites: Employees are reminded that external websites, including social media, are public and the information shared there can be viewed all over the world. Employees must properly interact with social media and other external websites (any website other than the district site or a district-sanctioned site) including but not limited to the following:

- Employees must adhere to all applicable district privacy and confidentiality policies when on external web sites. Employees

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may not post confidential or proprietary information, including photographic images and district logos/iconography, about the district, its employees, students, agents or others on any external website without district permission.

- Employees shall not use district time or property on external sites that are not directly related to their employment, other than incidental personal use, which is still subject to all other policies.
- Employees may not connect with students via external web sites or on social media without consent of the Superintendent/designee. Employees, who would like to use social media for district-sanctioned activities should get approval from their building principal and the Communications Department before using social media for this purpose. Employees should reference the administrative rules for contacting students using any form of electronic communication.
- With principal permission, employees may set up Twitter accounts to communicate general announcements to students. However, these accounts are not to "follow" students and employees should not "follow" students through their individual Twitter accounts. These accounts are not considered confidential.

All information on the district's computer system is a public record. Employees have no expectation of privacy for district e-mail and/or activity done using the district's technology and/or the district's network including related to external web sites. The district reserves the right to access and view any material stored on district equipment and/or any material used in conjunction with the district's computer network.

Staff use of telecommunications and electronic information resources is privilege that may be suspended and/or revoked if abused. Additionally, any staff violation may result in discipline up to and including termination.

Text Messaging

Employees should not release their personal cell phone number, personal e-mail address, etc. to students or their parents/guardians except with express permission from their supervisor. Texting with a student, without permission of the supervisor and/or parent/guardian, is prohibited except in emergencies. Coaches and activity sponsors may create a text list of students and parents in order to communicate more effectively only if the relevant activities director and/or building principal is included on all texts that go to students in the activity.

Mail

Delivery personnel deliver both external USPS mail and inter-school mail to a central area in each work location. Employees who wish to have mail delivered from their building to another district facility must place their item(s) in an inter-school mail envelop. District Office outgoing USPS mail must be placed in the appropriate mail



bin by 9:45 a.m. to allow appropriate time for the mail to be posted and picked up by the district's mail services. Employees may not use district mail to send personal mail or deliveries.

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Bulletin Boards

Bulletin boards reserved for district communications are provided in all district facilities. One of the bulletin boards in each facility is reserved for communication from authorized representatives for employee associations. The other is for the display of required employment posters provided by Human Resources. Please contact HRSupport@ankenyschools.org if you have concerns about the materials posted on the bulletin boards and/or if you notice that items appear to be missing from them.

District Brand & Trademarks

District logos, including the Ankeny High School Hawk, the Ankeny Centennial High School Jaguar, and the Ankeny "A", are trademarked logos/mascots of the Ankeny Community School District. All graphical representations of these mascots are owned by Ankeny Community School District.

Use of these trademarked items is reserved for school-related purposes. Use for personal profit requires licensing for use through the district. Use of the Hawk, Jaguar or "A" in other web sites, print materials, and message boards without the express written permission of the district is prohibited. Failure to obtain this permission could and can result in offending person(s) being reported for infringement, and possible lawsuit. For more information regarding appropriate use of school logos, see *Board Policy 1004.20*. When questions arise regarding the use of district logos, please direct them to the communications department at 515-965-9600.

Resource Alert: The district's style guide provides templates and further guidance related to use of district brand standards. It can be accessed via the Staff Intranet.

In addition, public-facing communications from the district, departments, and/or buildings must follow the district visual system. This does not pertain to classroom materials.

Copyright Compliance

Employees must follow all copyright laws. Unless copying falls within the "fair use" guidelines in §107 of the Copyright Act, copyrighted materials, be they print, non-print, or electronic, may not be duplicated or reproduced without prior written permission or other license agreements. District equipment may not be used to duplicate or reproduce copyrighted materials without prior written permission.

Employees should always check copyright permissions before copying and/or using films, books, and/or other resources, including items from the internet, which are also subject to copyright

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protections.

Employees who violate copyright law do so at their own risk and assume all liability and responsibility, including any fines for unauthorized use. The district considers copyright violations unethical and unacceptable; they may serve as cause for taking disciplinary action up to and including termination.

JOB PARAMETERS

Employment Agreements

Classified, confidential and some administrative/supervisory staff are issued employment agreements. These employment agreements do not create a contractual arrangement. Staff on employment agreements are considered "at-will."

A typical employment agreement includes a number of details about the position, such as approximate number of work hours, job classification, rate of pay, and building assignment. Although work hours will likely be provided in the employment agreement, it is not a guarantee of hours.

Other terms and conditions of employment can be found in Board policy, this handbook, and the benefits summaries for the relevant job classification. For classified staff, relevant information is also available in the Support Staff Contract between Ankeny Community School District and the Public and Professional & Maintenance Employees Local 2003 (PPME).

Employment Contracts

The district issues employment contracts to certified employees and administrators who are licensed by the Iowa Board of Educational Examiners. Certified contracts typically cover the period of time spanning from first day of scheduled duty for the upcoming school year through June 30th at the end of the upcoming school year.

Certified staff new to the profession are considered probationary in their first three years of employment. Certified staff new to the district who are on a standard license are also considered probationary for a period of time.

The district typically issues contracts issued once salary negotiations with the AEA certified staff union are complete. Once issued, the staff member has 21 calendar days to return the contract to Human Resources as directed in the contract instructions. Contracts are considered binding once returned to the District, and the District is unlikely to recommend that the Board release an employee from a signed contract.

Other terms and conditions of employment can be found in Board policy, this handbook, and the benefits summaries for the relevant



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job classification. For teachers, instructional coaches, counselors, social workers, and nurses, relevant information is also available in the Master Contract between the Ankeny Community School District and the Ankeny Education Association (AEA). That contract is accessible on the district website.

Employee Organizations

District employees are grouped into the following categories: superintendent, administration, directors, managers and supervisors, certified, classified and confidential. Of those categories, certified staff is represented by the Ankeny Community School District Education Association (AEA). Classified staff is represented by the Public Professional & Maintenance Employees Local 2003 (PPME). Those two organizations are considered the authorized bargaining representatives for their respective job group. The organizations have appointed leadership within the district that can be contacted for additional information or representation. For more information, please contact the appropriate employee organization and/or Human Resources.

Certifications & Licenses

Under Iowa law, certified staff are required to have the appropriate certification to teach and/or coach in their respective assignments. It is the employee's responsibility to make sure they are appropriately licensed, to renew their license(s) and certification(s) with the Board of Educational Examiners when necessary, and to ensure that their license(s) and certification(s) do not expire during the period of time they are required to be active.

Under Iowa law, a licensed / certificated employee cannot be compensated for work done without proper certification. Therefore, the district must recoup the relevant payment from an employee if it learns that the employee worked in without a license or certificate in the appropriate area.

Resource Alert: Information about required licenses and electronic tools for license renewal are available via the Board of Educational Examiners' website: <https://boee.iowa.gov/>.

Job Vacancy Notices

Job vacancy notices are posted on the district website: <https://ankeny.tedk12.com/hire/index.aspx>. Current employees and external candidates alike are encouraged to monitor the site for possible positions of interest to them. Individuals may also sign up for job alerts via this website. Please contact HRHiring@ankenyschools.org with any questions.

Transfers

The district has discretion to determine each licensed employee's job assignment in alignment with the requirements in the Master Contract between the district and the AEA. More information about the transfer process can be found in the appendix to this handbook. Please feel free to reach out to HRHiring@

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ankenyschools.org with questions.

Employee Evaluation

Regular feedback and coaching is an essential part of every employee's growth and development. While the formal evaluation process looks different for each job classification, at their core, these processes are about supporting staff progress. Additional information is available in the appendix to this handbook.

Administrative Staff: Administrators are evaluated on their skills, abilities, and competence in an ongoing way by their supervisors. At a minimum, administrators are formally evaluated annually. The evaluation process aligns to state requirements and standards for administrative leadership. Additional information about this process is shared by Human Resources and department / building leaders at the start of each year.

Non-Administrative Managerial Staff: Non-administrative managerial staff (chiefs, directors, managers, coordinators, specialists, supervisors who are not on contracts that require their licensure by the state BOEE), are evaluated annually by their supervisors. Additional information about this process is shared by Human Resources and department / building leaders at the start of each year.

Certified Staff: Evaluation of licensed employees on skills, abilities, and competence is an ongoing process supervised by building principals and conducted by approved evaluators. The district evaluates certified staff on both instructional and extracurricular assignments and in accordance with state requirements. The formal evaluation process does not preclude ongoing informal evaluation of the licensed employee's skills, abilities, and competence. Additional information about the process is provided to staff each year and can be found in Board policy and is shared throughout the year.

Classified Staff: Evaluation of classified employees on their skills, abilities, and competence is an ongoing process. All new classified employees are formally evaluated after the first year of employment. Thereafter, classified employees formally evaluated at least once every 3 years. They may be evaluated more frequently as needed, and informal evaluations may occur at any time at the discretion of the principal or supervisor. Additional information about the process is provided to staff each year and can be found in Board policy and is shared throughout the year.

Confidential Staff: Confidential staff are evaluated annually by their supervisors. Additional information about this process is shared by Human Resources and department leaders at the start of each year.

Professional Development



The district is committed to supporting all employees with their ongoing improvement and professional development. To that end, the district works to offer internal staff development opportunities. The district has reserved Wednesdays for late starts so certified staff may engage in professional development. Periodically and at the discretion of their supervisor(s), support staff may also engage in professional learning on Wednesday mornings.

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Employees who wish to participate in non-district sponsored professional learning, including but not limited to professional conferences, during work hours must first be approved to do so by their supervisor(s). The district has discretion about whether to allow employees leave for these events. Nothing herein should be interpreted as modifying language otherwise outlined in collective bargaining agreements.

Under law, a licensed employee may earn up to half the credits needed for licensure renewal by completing an individualized professional development program verified by the evaluator or by completing professional development courses or programs offered by specific institutions. More information is available in *Board Policy 400.48*.

- People Manager Tip:** Supervisors are encouraged to speak with their direct reports about additional opportunities for professional growth, such as job-embedded stretch opportunities and external trainings or workshops that might help them maintain, develop, and extend job-related skills. Supervisors are welcome to reach out to Human Resources and/or their department leaders for thought partnership on ensuring the ongoing development of staff in all job categories.

Avoiding Conflicts of Interest

As public employees entrusted with the care and safety of children and the responsible use of public dollars, district staff are held to a high standard when it comes to conflicts of interest. Employees are responsible for being aware of and take the necessary action to eliminate potential conflicts of interest.

Use of District Position for Financial Gain: Employees are prohibited from using their positions with the district for financial gain. Employees may not: act as agents and/or dealers for textbooks and/or supply companies doing business with the district, earn financial remuneration for participation in outside activities where their staff position is used to sell goods or services to students or to parents; engage in outside work or activities where information about the customer, client, or employer comes from information obtained due to the employee's position in the district; and/or solicit other employees or students for personal or financial gain without the specific, explicit approval of the superintendent/designee. Failure to adhere to these expectations may subject employees to disciplinary action, up to and including termination.

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Outside Employment: Employees may not engage in any outside employment or activity that conflicts with the employee's official duties and responsibilities for the district. Impermissible conflicts of interest include, but are not limited to, situations where the outside employment or activity:

1. Involves use of district time, facilities, equipment, supplies or badge, uniform, business card/other evidences of office that gives the employee or the employee's immediate family an advantage or pecuniary benefit not available to other similarly situated members of the general public.
2. Involves receipt, promise, or acceptance of benefit to the employee or a member of the employee's immediate family for performance of any act the employee would be required or expected to perform as part of the employee's regular duties for the district.
3. Is subject to official control, inspection, review, and audit or enforcement authority of the employee during the performance of the employee's duties.

Tutoring: Employees may not tutor students for payment during work hours, nor may they tutor students –including outside of work hours – if the students are on the teacher's academic roster for the academic year. Additionally, staff may not use district equipment or space to tutor. Employees should contact the Iowa Board of Educational Examiners with specific questions about whether a tutor relationship or activity is permissible under the Iowa Code of Professional Conduct and Ethics.

Nepotism: Employees may not directly supervise a member of their immediate family. Exceptions to this policy must be approved in writing by the superintendent. Additionally, no employee may evaluate an immediate family member or be given preferential treatment because of their familial relationship to another district employee.

Name Changes

Documents maintained by the district are legal, public documents. Therefore, changes to them require a formal process to ensure accuracy and protection of official records. An employee's name will only be changed in district systems upon full and proper completion of a Name Change Request form, which is available to staff through the Records portal in TalentEd.

Employees must submit an updated social security card with their desired name and/or proof of application for the name change from the Social Security Administration Office in order for the Name Change Request form to be processed by Human Resources.

Substitutes

The district strives to ensure classrooms are staffed with professionals who can teach and assist students even when staff needs to be absent. Staff must be diligent about being prepared



should an unexpected absence arise. Staff must have detailed notes and lesson plans available for the substitutes.

Substitutes may be needed for either long or short-term absences. Staff should use the Absence Management system to report absences so substitutes may be secured. Teachers should work in coordination with the principal and building secretary to arrange for long-term substitutes.

Complaints about substitute work performance should be put in writing and discussed with the building principal.

Employee Discipline

Employees may face disciplinary action, including but not limited to, verbal corrections, written warnings, final written warnings, last chance agreements, suspensions, and/or terminations, for violation of district policies, standards, or rules.

The district has the authority to suspend employees with or without pay within certain parameters in order to investigate an allegation about employee behavior and/or as a disciplinary action. Due process will be followed when employees are suspended. Pursuant to Iowa law, any employee suspended with pay as part of an investigation who is ultimately terminated for criminal conduct will be required to reimburse the district.

While the district typically uses a progressive discipline process to address employee behavior concerns, the district may, at its sole and absolute discretion, deviate from any order of progressive disciplinary actions or evaluation procedures and utilize whatever form of discipline deemed appropriate under the circumstances up to and including immediate termination of employment.

Employees will be asked to acknowledge receipt of discipline through a signature. A signature does not indicate agreement with the discipline, it serves as acknowledgement that the disciplinary action has occurred. Failure to sign the discipline does not change the discipline.

The District's policies for discipline and evaluation in no way limit or alter the at-will employment relationship.

Complaint Procedure

Staff are encouraged to resolve conflicts at the lowest level possible and must use the chain of command in resolving complaints. Employees should first attempt to resolve the issue with those closest to the issue and most directly involved. If the complaint cannot be resolved at that level, employees should take the complaint to their supervisor and attempt resolution. Employees are also welcome to reach out to Human Resources for support in navigating difficult situations.

The procedure for handling all contractual complaints or

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grievances is outlined in the grievance section of the applicable collective bargaining agreement. Any staff member who has a complaint regarding harassment or discrimination should follow the process noted in *Board Policy 102.00 Equal Educational Opportunity and 402.13 Harassment*.

The Office of Ombudsman also has authority to investigate certain complaints regarding the district. An employee may contact the State of Iowa Office of Ombudsman (<https://www.legis.iowa.gov/Ombudsman/>) if the employee, in good faith, reasonably believes the information evidences a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety.



YOUR DEPARTURE
FROM
THE DISTRICT

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While the district hopes all employees have long, successful, and rewarding careers making a positive impact for kids in Ankeny schools, at some point, everyone will move on. The district has policies and procedures in place to support the smooth transition for employees as they depart the district.

Retirement

Staff who are interested in retiring should speak with their supervisors as soon as possible upon deciding to retire to ensure maximum time for the transition process. Employees should formally notify the district of their intent to retire by completing and submitting the Resignation/ Retirement Form in TalentEd. This form allows employees to provide a retirement date in the future, meaning that an employee could notify the district of their intent to retire several months before they depart the district.

Retirements are placed on the Personnel Report for action by the Board of Education. A retirement becomes final once it has been approved by the Board of Education.

The District currently does not have an early retirement policy. Employees planning for their retirement may wish to connect with the Iowa Public Employees Retirement System (IPERS) to understand the financial aspect of their retirement. More information about IPERS, including directions for scheduling an appointment with IPERS staff, is available on www.ipers.org.

Resignation

Staff who are interested in resigning should speak with their supervisors as soon as possible upon deciding to resign to ensure maximum time for the transition process. Employees should formally notify the district of their intent to resign by completing and submitting the Resignation/ Retirement Form in TalentEd. This form allows employees to provide a resignation date in the future, meaning that an employee could notify the district far in advance of their intended departure date.

Resignations are placed on the Personnel Report for action by the Board of Education. A resignation becomes final once it has been approved by the Board.

The district processes employee resignations in alignment with state law and Board policy, which establishes different requirements for the resignation of employees in different job classifications. Some of these distinctions are outlined at a high-level below.

Administrators: A certified / licensed administrator who wishes to resign and not return for the upcoming school year should complete the Resignation/Retirement Form no later than 21 days after receiving an employment contract for the following year from the district. All other resignations must be filed at least thirty (30) days prior to the requested release from contract.



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The district may elect to not release an administrator under contract until a suitable replacement has been found. The resigning administrator may be required, as a condition of the Board accepting the resignation, to pay the District \$1,000 for the cost incurred in hiring a replacement. If a certified / licensed administrator leaves without proper release, the district is directed to file a complaint with the BOEE.

Non-Licensed Administrative Staff (Some Directors, Specialists, Managers, Supervisors, Chiefs, etc.): At will employees – those who are on employment agreements instead of employment contracts – should provide the district with at least 14 days notice prior to their resignation date. Their resignations will be taken to the Board of Education for action.

Certified Staff: Certified staff, including teachers, who wish to resign and not return for the upcoming school year should complete the Resignation/Retirement Form no later than 21 days after receiving an employment contract for the following year from the district.

Failure to return a contract does not constitute resignation. Contracts automatically roll over from year to year unless one of the three contract actions occurs: termination, resignation, or mutual modification. After the 21-day period has lapsed, the contract issued for the school year is considered binding.

Any request to resign after the 21-day period has elapsed requires a release from the Board. Once the 21-day period has elapsed from the contract offer, any teacher granted a release will be charged \$1,000. A recommendation to release the teacher from the contract will go to the Board only if the District believes that they can find a suitable replacement and after there is an agreement with the resigning teacher for the payment of the \$1,000 late resignation fee. In extenuating circumstances, the fee may be waived with the approval of Human Resources.

Resignations for the coming year may be considered up to June 30 prior to the coming school year. After June 30, resignations may be considered, but the likelihood of finding a suitable replacement becomes more difficult and, therefore, a release may not be recommended.

The Board of Educational Examiners dictates that honoring a contractual agreement is considered an ethical obligation of contracted staff. Teachers/certified staff who leave without a release or payment may be reported BOEE for an ethical violation. Additionally, if the employee is resigning in order to work in another district, the district will communicate with that district regarding the employee's contract status. Under Iowa law, a teacher may not be contracted with two school districts at the same time.

Classified Staff: As at-will employees, classified staff should provide the district with 124 days notice prior to their resignation date.

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Failure to provide the adequate amount of notice will be noted in any subsequent reference requests and may be a reason for prohibiting rehire in the District.

Classified staff that receive insurance and resign after June 30th may be responsible for any insurance costs incurred by the District. Additionally, classified staff that have overdrawn from the available leave banks before resigning may owe the District for that overpayment.

Confidential Staff: As at-will employees confidential staff should provide the district with 124 days notice prior to their resignation date. Failure to provide the adequate amount of notice will be noted in any subsequent reference requests and may be a reason for prohibiting rehire in the District.

Confidential staff that receive insurance and resign after June 30th may be responsible for any insurance costs incurred by the District. Additionally, confidential staff that have overdrawn from the available leave banks before resigning may owe the District for that overpayment.

Involuntary Departure

In some regrettable situations, the district terminates its employment relationship with a staff member. While these situations are rare, they are sometimes necessary in order for the district to ensure compliance with the law and professional ethics, provide safe learning and work environments, responsibly manage public funds, and otherwise meet its obligation to students.

Termination: The district expects employees to perform job functions, follow Board policy, and obey the law. The district may terminate a certified employee's contract by following the contract termination or discharge procedures in Chapter 279 of the Iowa Code. Licensed employees whose contracts will be recommended for termination by the Board will receive notice of such intended action prior to April 30. However, the district may also immediately dismiss a certified employee for cause when allowed by law or policy. At-will employees may be discharged for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of Board policy or administrative regulations, or violation of the law. The employee has 10 days after notice of the termination to request a hearing before the Board if they desire; the Board may reinstate the employee or uphold the dismissal.

Reduction in Force: The Board has the exclusive authority to determine the appropriate number of employees and to assign employees within the district. There are times when a reduction in force may be appropriate, including but not limited to when there are changes in the education program, when there is a need for staff realignment, when the size or nature of the student population changes, and/or when there are financial



considerations. Due process for termination because of a reduction in force will be followed, as will any agreements entered into with the unions.

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Consolidated Omnibus Budget Reconciliation Act (COBRA)

The law mandates that, in certain circumstances, staff and their dependents be allowed to continue their health insurance coverage under district's group coverage for a period of time following the end of their employment relationship with the district. When an employee is qualified for COBRA, he or she is responsible for the cost of the premiums. All questions regarding COBRA should be directed to Human Resources at HRSupport@ankenyschools.org.

Exit Logistics

Staff leaving employment with the district will be asked to turn in their key fob, identification badge, and any equipment or instructional materials that are the district's property. Upon their departure, exiting staff will immediately lose access to district email, other district-owned databases, and key fob access to district facilities.

All staff leaving employment with the district will be asked to complete a brief Exit Interview Survey via TalentEd. These surveys help the district understand what can be done to strengthen the employee experience so the district can continue to improve its practices. Employees may also request a one-on-one interview with Human Resources in place of and/or in addition to filling out an exit interview. To arrange an optional exit interview, employees should e-mail HRSupport@ankenyschools.org.

APPENDIX A: ADDITIONAL INFORMATION FOR CERTIFIED STAFF

Following changes to the law in 2017, certain information that used to be contained in the district's Master Agreement with the AEA certified staff union had to be removed. That information is now included in this Appendix, with references to other resources when relevant. Specifically, the appendix includes the following information:

Insurance	Accept committee feedback and put in Handbook
Supplemental Pay	Accept committee feedback and put in Handbook
Transfer Process	Accept committee feedback and put in Handbook
Evaluation Procedures	No Change with the process designated in the Handbook
Staff Reduction	Accept committee feedback and put in Handbook

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INSURANCE

A. TYPES

The employer agrees to provide certified employees with the following insurance protection:

1. Health

a. The employer will pay the costs of the premium for health insurance for employees up to \$574.43 per month. The employer shall also pay the costs of such insurance for family coverage up to \$1,360 per month for the 2021-2022 school year.

b. The employer shall permit employees to reduce their salaries to pay the costs of health and dental insurance not covered by the employer contribution described in paragraph A.1.a of this Section. The employer shall further establish a program of flexible spending accounts in compliance with Section 125 of the Internal Revenue Code, including flexible spending accounts for insurance premiums, permitted medical costs and dependent care. An employee may waive dental insurance by showing evidence of other dental coverage.

c. Employees who are employed on a less than half-time basis shall be eligible for one-half the health and major medical insurance coverage provided herein, provided they pay the balance through payroll deduction.

2. Long Term Disability

Insurance coverage shall be provided as recommended by the insurance committee. The benefit level shall be sixty-six and two thirds percent (66 2/3%).

3. Life

Each employee shall be covered by a term life insurance program paid for by the employer that provides a minimum death benefit of \$40,000 double indemnity for accidental death. Employees may purchase additional increments of \$5,000 at their expense subject to the conditions of the carrier.

B. COVERAGE

The employer-provided insurance programs shall begin with effective benefit design or premium changes on July 1st of each fiscal year. Except as noted below, employees will be provided twelve (12) months of insurance coverage. Employees new to the District shall be covered by the employer-provided insurance, except long term disability (LTD) coverage, commencing with the first day of service as stated in the employee's teacher contract with

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the District as that coverage is described in the master insurance contract between the insurance carriers and the district.

Employees retiring or leaving the district will have insurance coverage through August 31st. LTD insurance coverage for new employees of the district shall commence with the first day of actual service with the district as that coverage is described in the master insurance contract between the insurance carriers and the district.

C. CONTINUATION

Except as outlined in the AEA master agreement, in the event that an employee, absent because of illness or injury, has exhausted accrued sick leave, the above mentioned benefits shall continue throughout the balance of the school year at the employee's expense and subject to the terms and provisions of the insurance carrier.

Employees on paid leave shall continue to have employer contributions according to the level described above.

Employees on non-paid leave for one month or longer shall have the option to continue any or all of the employer paid programs by paying the premiums themselves to the employer within thirty (30) days of the billing date, subject to the terms and provisions of the insurance carrier.

The premiums that an employee pays for continuation of employer paid insurance while on unpaid leave, shall be prorated based upon contract days served. The proration shall be based upon total contract days which shall include total teacher contract days, work days, in-service days, and vacation days. Employees starting after the first or leaving prior to the last contract day shall also have employer paid premiums paid on a prorated basis by the employer.

D. DEATH BENEFIT

The employer shall maintain all existing employer paid health and major medical family insurance benefits for the family of a deceased employee for four (4) months.

SUPPLEMENTAL PAY

A. EXTRACURRICULAR ACTIVITIES

1. Approved Activities

The employer may approve school-sponsored activities on a need basis.

2. Rates of Pay

Pay for any extracurricular position that the employer establishes shall be negotiated by the employer and the Association and added to the Supplemental Pay Schedule (Schedule D in the AEA Master Agreement). All other extracurricular positions shall be compensated at the percentage rate set forth on Schedule D times the generator base for each year.

B. EXTRA-DUTY ASSIGNMENTS

1. Assignments of Duties

The employer shall have the right to assign staff to school activities outside the hours of the work day. These assignments may include, but are not limited to chaperoning, ticket taking, student interest meetings, kindergarten registration, concerts, and plays. The employer shall attempt to rotate such assignments between the employees in the building affected by the extra-duty event.

2. Pay for Extra-Duty Assignments

Employees shall perform one extra-duty assignment per year without



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additional compensation. Any extracurricular duty assigned to the employee beyond the initial assignment shall be compensated at \$25.00 per assignment. For purposes of this paragraph, an assignment is one event or activity. For example, supervising a ball game includes 2 games. If an employee is available for only one game then the compensation would be reduced to \$12.50.

C. EXPENSES FOR TRAVELING EMPLOYEES

Employees who have an academic assignment in more than one (1) school per day shall be reimbursed for all necessary and authorized driving for the shortest possible route between arrival at the first assigned building at the beginning of the school day and the time of departure from the last location at the close of the work day.

The rate of reimbursement shall be .45¢ per mile and shall be made by the end of the fiscal year.

No employee shall be reimbursed for travel related to meetings which employees are generally required or expected to attend including, but not limited to, mass teacher meetings, curriculum meetings, departmental meetings, PTA meetings, plays, athletics, music programs, open houses, parent-teacher conferences and programs, faculty meetings, and all other similar type school functions and programs.

D. ON CALL NURSE DUTY:

When the district determines that, to fulfill the educational/medical requirements of a student, it is necessary to assign a nurse to duties outside the work day, including riding the bus or participating in extracurricular activities, the district will put together a rotating "on call" schedule. If the nurse is required to perform the duty during the assigned "on call" duty, the minimum amount of pay will be \$35. If the nurse is required to work more than one hour, the nurse will be paid at a rate of \$35 per hour for any additional duties expected outside the regular work day.

E. SICK LEAVE CONVERSION:

On June 1, staff who have accumulated a threshold of 50 personal illness days, have not used more than 3 personal illness days in the previous school year, and have not received an attendance letter in the last three years, may exchange 5 accumulated sick days from the sick leave bank for an additional floating personal day to be used in the subsequent school year or an additional \$200 payable in the June 20th paycheck.

TRANSFER PROCESS

A. Definitions

1. Vacancy

A vacancy exists when an opening is posted after employees whose positions have been reduced are reassigned to available work and after other reassignments have been made by the employer. A vacancy does not exist when a position will be temporarily filled for one semester or less.

2. Reassignment

A reassignment occurs when an employee is moved to a different position before the position is posted as a vacancy and the movement is:

- a. From one elementary position to another within a building, or
- b. From one secondary department to another within a building, or
- c. From one building to another.

3. Transfer

A transfer is movement of a current employee to a posted vacant position and the movement is:

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- a. From a different building, or
- b. From a different secondary department within a building, or
- c. From a different grade level within an elementary building.

4. Voluntary Transfer

A voluntary transfer occurs when a current employee applies for and is placed in a posted vacancy.

5. Involuntary Transfer

An involuntary transfer occurs when a posted vacancy is filled by the placement of a current employee in the vacancy at the discretion of the administration, and the placement is:

- a. From a different building
- b. From a different grade level within an elementary building, or
- c. From a different department within a secondary building.

6. Qualifications

Qualifications as used in the transfer procedures shall include:

Minimum qualifications: All candidates must possess these qualifications. Minimum qualifications include the minimum: coursework, certification, and years of service.

Preferred qualifications: Qualifications that would make the candidate more desirable to meet the needs of the students, team, or building. Preferred qualifications may include experience, experience with a specific student population, understandings of strategies, exposure to curriculum, and advanced studies.

B. Voluntary Transfer Procedures

In filling a vacancy as defined in this appendix, the following may occur:

1. Decide to refill position
2. Decide to reassign within the building
3. Decide to post for transfer based on minimum and preferred qualifications while simultaneously posting externally.

1. Posting

A vacancy shall be posted on the electronic posting system. The posting will include the date of posting, a job description that includes the minimum qualifications and the preferred qualifications, which may include: special skills, abilities, experiences, certifications, leadership opportunities and professional development. Interested transfer candidates must include evidence of those qualifications with the application for transfer or be able to articulate the experience in an informal interview. The employer will post for internal transfer for a minimum of 7 calendar days unless otherwise provided in this section.

2. Selection

Completed transfer applications received by 4:30 p.m. on the last day of the posting shall be reviewed for the minimum and preferred qualifications. Applicants that fail to receive a confirmation of submission will not be considered. Principals may request an interview with transfer applicants where evidence of the qualifications may be requested. If feasible, interviews for internal transfers will be scheduled outside of the instructional day. If there is not a timely qualified applicant the vacancy may be filled at the employer's discretion.

3. Notification

All transfer applicants will receive notification of selection or non-selection. Upon notification from the employer, within 3 days, at the employee's request, the employer will provide an explanation of which qualifications were not met.



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4. Transfer Eligibility

The employee must meet all of the following criteria to be eligible for transfer.

- The employee has not been on an intensive assistance plan either at the time of the request to transfer or in the preceding school year; and
- The employee currently holds a standard license; and
- The employee has been employed more than two complete school years in the district; and
- The employee, if hired as a special education teacher, has been employed in that role for three complete school years for the district ; and
- The employee has met obligations for obtaining a license/certification noted on the teaching contract; and
- The employee has not previously accepted a voluntary transfer.

Employees may be not eligible if another voluntary transfer for that school year has been granted.

C. Involuntary Transfer

An employee who is involuntarily transferred or reassigned may request a meeting with HR. The employee may be represented by the Association. Once an involuntary reassignment/transfer occurs, it will be documented in the employee's HR file indicating that the employee has first right of consideration for 2 years after reassignment. The employee may have the opportunity to transfer to other positions in the following school year. If an employee chooses to exercise the right of first consideration back to a job within the previous building or seniority group the employee must meet all other eligibility criteria. First right of consideration gives the employee preference for the position when all else in the qualifications between two candidates is relatively equal.

D. Other Changes in Duties

Any change in the duties assigned to an employee that does not meet the definition of a reassignment or transfer is not subject to the procedures within these Transfer provisions and may be done at the discretion of the employer. (An example of such a change in duties would be a change of teaching assignment within a secondary department that does not include a change in the building).

E. Mid-Year Vacancy

Vacancies occurring after July 1st and during the school year may be filled immediately at the discretion of the employer. If such a vacancy is posted, the employer shall not be required to wait for the posting period to fill the position. All such vacancies except those for involuntary transfer or reassignment shall be posted for at least twenty four (24) hours.

F. Staffing a New Building

To initially staff a new building, the employer and the Association will collaborate to design a method of selecting staff which may be different than the transfer procedures.

G. Positions listed in Schedule D

Positions listed in Schedule D of the collective bargaining agreement will be posted, but the transfer procedures do not apply.

EMPLOYEE EVALUATION

A. NOTIFICATION

The building principal or appropriate supervisor shall acquaint each employee under his/her supervision with the evaluation procedures and criteria. The purpose of the orientation is to achieve an understanding of the evaluation system. No formal evaluation shall take place until such orientation has been completed. An employee serving under an initial provisional license issued pursuant to Chapter 272, Code of Iowa, shall be evaluated based upon the Iowa teaching standards set forth in Section 284.3, Code of Iowa, as that

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section may be amended from time to time.

B. TYPES OF PROCEDURES

Evaluation will include both formal and informal procedures. The employee shall be informed of the week during which at least one formal evaluation is to take place prior to the scheduled observation. All other formal evaluation of the employee shall be conducted with knowledge of the employee.

C. REQUIRED OBSERVATIONS

The performance of an initial licensed employee shall be formally evaluated a minimum of three (3) times during the school year. Standard licensed employees will be on an evaluation cycle at least once every three (3) years. During the evaluation cycle, employees will be evaluated formally at least once. New-to-Ankeny standard licensed employees will be evaluated a minimum of once in their first year in the district.

D. RESULTS OF EVALUATION.

Results after each formal classroom observation will be entered in the district's electronic evaluation system within seven (7) working days of the observation. The employee shall sign the evaluation results confirming that a conference has been held. Except when mutually agreed upon by the employee and the District, any evaluation performed by someone other than a District administrator shall be considered written material resulting from an informal evaluation. The employee shall correct any deficiencies noted. An employee, other than a non-licensed employee, who is determined to be in need of intensive assistance by the employee's evaluator shall participate in such intensive assistance plan as may be established for the employee.

E. RESPONSES

The employee shall have the right to submit an explanation or other written statement to be uploaded as an artifact in the electronic evaluation system within two (2) weeks (14) days of receipt of the evaluation feedback. The absence of comments by the employee shall indicate agreement with the evaluation. The employer shall sign the reply acknowledging receipt of same.

F. RIGHT TO GRIEVE

An employee who has been evaluated has the right to grieve that said evaluation is inaccurate, is not based upon the evaluation criteria or is in violation of the procedures in this article through the grievance procedure as set forth in this Agreement.

STAFF REDUCTION

In the event the employer determines that employees must be laid off, the following steps and procedures will pursued:

1. The employer will determine which seniority groups outlined in Article XIII Seniority of the AEA Collective Bargaining Agreement will be affected.
2. Once the seniority group is identified, all employees within the seniority group posted the previous October will be evaluated.
3. The employer will first identify any employees in the group considered probationary. Probationary is an employee new to the district or who has not yet served a three-year probationary period in an Iowa public school district. If any of the probationary employees are considered necessary to maintain a program, teach a subject area, or deliver of AP or DMACC class, those employees should be identified and may not be considered for reduction. Otherwise, probationary employees will be laid off first.



4. If more employees need to be reduced from the seniority group, non-probationary employees will be evaluated.
5. If any non-probationary employees are considered necessary to maintain a program, teach a subject area, or deliver AP or DMACC credit, those employees should be identified and may not be considered for reduction.
6. Remaining non-probationary employees within the seniority group will be considered for reduction after weighing and comparing four criteria equally. This is a comparative analysis and each employee is reviewed against the criteria, as well as evaluated against other employees within the seniority group. The criteria that will be considered for each employee are the following:
1. Highest degree earned from accredited college or university in the teacher's field of study. A Master's degree within the teaching area will be considered of greater weight than a Master's degree; likewise, Master's degrees will be considered of greater weight than a Bachelor's degree. As an additional or subsequent step, the position of an employee on the lanes of the salary schedule will be considered when comparing two like Bachelor's or Masters degrees with BA 20 being greater than a BA and MA 30 being greater than an MA15 and an MA 15 greater than an MA.
 2. Total years of teaching, school social work, or school nurse experience. Employees brought into the district may have years capped for purposes of placement on the schedule but may still use those years of experience for purposes of seniority.
 3. Seniority in the district, as defined in Article XIII Seniority of the Collective Bargaining Agreement. Seniority in the district is based upon the seniority reflected on the previous seniority posting.
 4. Evaluation over the current and three previous school years. The evaluation will be considered equal unless during the previous three-year period or not later than December 1st of the current year, the employee has been advised through either an intensive assistance plan or on a summative assessment that the teaching performance does not meet one or more of the Iowa Teaching Standards or corollary tool for nurses and social workers.
7. In the event of a tie after the above criteria has been used and there still needs to be a reduction:
- a. Employees will be ranked by applying the above criteria and the employee with the lowest rank shall be subject to the reduction. In the event the application of the above criteria results in two or more teachers who are tied with the lowest ranking, the employee with the least district seniority shall be reduced first.
 - b. If still tied, the employee with the highest lane placement as designated on the last issued contract shall be ranked highest.
 - c. If still tied the employer shall reduce according to total teaching (nursing or social work) experience.
 - d. If still tied the employer shall determine who shall be reduced.
8. Those employees to be laid off will be notified of the employer's decisions by the superintendent/ designee before April 30th of the year preceding the layoff.

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RECALL PROCEDURES

1. Recall rights: Any employees laid off pursuant to this Agreement shall have recall rights to any position in the area from which they were reduced for two (2) years from the effective date of his/her layoff and shall be recalled to available positions in such areas in reverse order of layoff. For employees who exercise rights of recall under Article XIII Sick Leave paragraph E, the period of recall is for one year.
2. Benefits: Any employee re-employed by exercising his/her recall rights either through layoff or under the Article XII Sick Leave paragraph E shall be restored to the salary lane and step at the time of layoff and shall retain seniority earned prior to layoff.
3. Recall list: The Board shall keep on file a current list of those who have retained such recall rights provided by this Agreement and shall furnish said list to the Association annually.
4. The superintendent/designee shall be kept informed by the terminated employee of current address and telephone numbers and interest in recall.
5. When a vacancy occurs in the bargaining unit, the employer shall notify the appropriate employee from the recall list that he or she is being recalled. Such notice shall be by certified mail, return receipt requested. The Association shall also be informed of the vacancy and the name of the employee who has been recalled to the position.
6. Before July 1st, an employee who is recalled shall have seven (7) calendar days from the date the recall notice is delivered to either accept or reject the available position. After July 1st, the employee who is recalled shall have three (3) calendar days from the date of said notice delivery to either accept or reject the available position. Failure to respond within the above time limits shall be interpreted as rejection of the available position. Acceptance or rejection shall be delivered in writing to the superintendent/designee or shall be sent by certified mail, return receipt requested. An employee who rejects an available full academic year position shall be dropped from the recall list.

