

# Dallas Center-Grimes Community School District

## District-Wide Employee Handbook 2025-26 School Year



### Our Mission:

*Empowering every student to create their future!*

Board Approved August 12, 2025

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## INTRODUCTION

This handbook contains the policies, practices, and procedures of our school. It is based on the Dallas Center-Grimes Community School District School Board Policy Manual, but also explains practices that are necessary for the day-to-day operation of the school. This handbook is a general source of information and may not include every possible situation that could arise. It is not intended and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable Master Contract, or any other formal employment contract, the terms of the policy, Master Contract, and/or employment contract shall govern. If you have questions, concerns, or comments about the information in this manual, please contact your building principal.

## DALLAS CENTER-GRIMES DISTRICT WIDE ADMINISTRATION

Superintendent	Dr. Scott Blum
Associate Superintendent	Dr. Greg Carenza
Business Manager	Michelle Wearmouth
Director of Activities	Madison Melchert
Director of Communications	AJ Ellingson
Director of Custodial Services & Buildings	Travis Donahue
Director of Human Resources	Cary Justmann
Director of Maintenance & Grounds	Sean Shatava
Director of Student Services	Alyson Finley
Director of Teaching & Learning	Shana Olson
Director of Technology	Steven Hopper
Director of Transportation	Jeff Wolfe
High School Principal	Matthew Blackmore
Oak View Principal	Joan Cundiff
Middle School Principal	Jason Snow
Dallas Center Elementary Principal	Debra Cale
Heritage Elementary Principal	Diann Williamson
North Ridge Principal	April Heitland
South Prairie Principal	Patty Morris

## **ACTIVITY PASSES**

Activity passes are typically provided to all employees at no charge to support our students in their extracurricular endeavors. Please visit with the Activities Office regarding assisting during events.

## **ATTENDANCE**

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of working hours. However, employees who are feeling sick are asked to stay home from work. Employees must notify their principal of all times when they will be absent. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early requires notification to your direct supervisor.

## **ABSENCES - WITHOUT LOSS OF PAY**

*([Board Policy 706.03](#) - Reduction in Employee Pay)*

Absences without loss of pay will be granted for the following:

1. Requesting leave provisions as outlined in the master contract.
2. Acting as coach or chaperone for a school sponsored activity.
3. Attending committee work, workshops, meetings or conventions of professional or vocational groups or other school business when approved by the principal.

If a staff member must be absent from school at any point during the 8-hour workday, the staff member must use some type of leave. The minimum unit of usage of any leave shall be one-fourth ( $\frac{1}{4}$ ) day. Any leave in addition to time worked on the same day will result in leave time being adjusted to make a full day equal to the employee's regularly scheduled day. If no substitute is required, or the employee misses 15 minutes or less of the scheduled student day, the quarter ( $\frac{1}{4}$ ) day can be waived at the discretion of the principal. Missed time should be made up as soon as possible, with the teacher being responsible to find a substitute for class time missed, causing no additional expense to the district. If a substitute is needed, the leave must be at least one-half day.

## **ABSENCES - WITH LOSS OF PAY/UNPAID LEAVE**

*([Board Policy 706.03](#) - Reduction in Employee Pay)*

1. Leaves of absence without pay are not encouraged and may be denied. Certain personal leave with a loss of 1/193 of contract salary pay may be granted with prior approval of the superintendent. If the professional development funds are added as a per diem to the regular payroll, that will change to 1/194<sup>th</sup>.
2. If an employee is absent without proper notification and authorization, the employee may be considered to have abandoned his or her position and may be terminated.

## **APPROPRIATE DRESS/APPEARANCE**

*([Board Policy 404](#) - Employee Conduct and Appearance)*

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress, groom, and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Footwear should be work appropriate. Discretion and common sense calls for an avoidance of extremes, which would interfere with or have an effect on the educational process.

### **ASBESTOS/ PRESENCE OF WITHIN DISTRICT BUILDINGS**

*([Board Policy 804.03](#) - Asbestos Containing Material)*

All DC-G students are attending regular classes in facilities that have been certified as asbestos free. If you have any questions, or would like to review the management plans and updated materials, please contact Travis Donahue, Director of Custodial Services & Buildings, at 515-986-5173.

### **BOARD OF EDUCATION / DALLAS CENTER-GRIMES COMMUNITY SCHOOL DISTRICT**

Ryan Carpenter / President  
Monica Malmberg / Vice President  
Nancy Baker-Curtis  
Meg Dickinson  
Nick Fiala  
Brandon McNace  
Shaylee VanderVelden

### **BOARD POLICY**

All staff members will be responsible for adhering to and administering board policy as it relates to their duties. Copies of board policy are available on the district website.

### **BUILDING SECURITY**

It is the responsibility of all staff members to help provide for a secure school environment. The following are some areas requiring your special attention:

1. Please make sure all doors and windows are closed and locked when leaving school for the day.
2. When visitors are in the building, please ask to assist them in finding whom or what they need. All visitors to any Dallas Center-Grimes School facility that houses students must wear a visitor badge provided by the main office. Immediately inform the office if there are individuals in the building who should not be there.
3. Inform the office when you will have visitors coming to the building.
4. When students are passing from activity to activity, be visible to students. Your presence may make the difference.
5. Take good care of keys and access cards. Students should never be given keys or access cards.
6. Technology (if assigned to you) should be secured as you leave the work area or leave the building. Log out of applications, turn off computers or laptops, and make certain classroom doors are locked.
7. It is better to be “too careful” about safety, than to have a serious incident occur with one of our children.
8. All visitors to any Dallas Center-Grimes School facility that houses students must pick-up and wear a visitor’s pass.

### **BUILDING SECURITY CODES**

All buildings are equipped with an active alarm monitoring system. This system will require a unique entry code. Building entry codes will be changed periodically. Staff will be informed by the building principal or designee when this occurs.

## **BULLYING/HARASSMENT POLICIES**

*([Board Policies 104](#) - Anti-Bullying and Harassment and [Board Policy 104 R1](#) - Bullying/Harassment Investigation Procedures)*

The following is the DC-G Anti-Bullying/Anti-Harassment Policy - Code 104:

The Dallas Center-Grimes School District is committed to providing all students, school employees and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, school employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. To that end, the District has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as deal with incidents of bullying and harassment.

Accordingly, students, school employees and volunteers shall not engage in bullying or harassing behavior while on school property, on school-owned or school operated vehicles, while attending or participating in school sponsored or sanctioned activities and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or District.

Certain bullying and harassing conduct may rise to the level of hate speech. This includes, but is not limited to, words, images, or actions directed at individuals or groups based on aspects of their identity as protected under this policy. Hate speech is contrary to the District's Mission Statement and will not be tolerated. Individuals determined to have participated in such behavior will be subject to consequences including suspension, expulsion or other discipline, as outlined in this or other policies prohibiting discrimination and misconduct.

It is the responsibility of the Superintendent, in conjunction with the investigators and Principals, to develop procedures regarding this policy. The Superintendent or designee is responsible for organizing training programs for students, school employees, and volunteers who have direct contact with students. The training will include how to recognize bullying and harassment and what to do in case a student, school employee or volunteer is harassed. It will also include proven effective bullying and harassment prevention strategies. The Superintendent is responsible for implementation of this policy and all accompanying procedures. The Superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The Superintendent or designee shall report annually to the Board on bullying and harassment.

### Definitions

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

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student, school employee or volunteer which is based on any actual or perceived trait or characteristic of the student, school employee or volunteer and which creates an objectively hostile school environment that meets one or more of the following conditions.
  - Places the student, school employee or volunteer in reasonable fear of harm to the student, school or volunteer's person or property.
  - Has a substantial detrimental effect on the student, school employee or volunteer's physical or mental health.

- Has the effect of substantially interfering with a student's academic performance or school employee's work performance.
- Has the effect of substantially interfering with the student or school employee's ability to participate in or benefit from the services, activities, or privileges provided by a school or District.
- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, social media applications, cell phones, electronic text messaging, or similar technologies.
- “Actual or perceived trait or characteristic of the student, school employee or volunteer” 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.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim
- Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim, and/or
- Unreasonable interference with a student, staff member or volunteer's performance or creation of an intimidating, offensive, or hostile learning environment

In situations between students and school employees, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities, and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other 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.

Retaliation against any victim, witness, or an individual who has reliable information about an act of bullying and harassment, or who has assisted in a bullying and harassment investigation or proceeding, is also prohibited. Individuals who are found to have retaliated against another are in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

All complaints of harassment and bullying against students, except discriminatory harassment, shall be processed pursuant to the complaint procedures for this policy. Complaints of discrimination against students (including discriminatory harassment) shall be processed pursuant to Policy 102. In addition, if there is a more specific procedure relating to a complaint, such as those for disability grievances, then the complaint shall be processed under such procedure.

## **ELECTRONIC PAYROLL STUB INFORMATION**

*([Board Policy 706.01](#) - Pay Periods)*

Each month on your electronic direct deposit stub you will find personal, sick leave, and vacation day balances. It is important to review this monthly. If there are questions or mistakes, it is easier to deal with them as they happen. What is listed on the stub and what the payroll department would have is only updated as of the 8<sup>th</sup> day of the month of the most recent paycheck. More current balances can be obtained in the Absence Management System. If you have questions regarding information on your paystub, please contact the payroll department.

## **COURSE APPROVAL FORMS** *(for certified staff)*

Course Approval Forms only need to be submitted for Lane Advancement.

Go to the DCG Staff Drive to access paper copies of the Lane Advancement and Course Approval forms.

- All course work taken for lane advancement MUST be in the field of education. This includes any graduate, undergraduate, or license renewal (LR) credits.
- You must have received the semester hours in the field of education or in courses required for an advanced degree or certification program in education or graduate level coursework accepted by the Iowa Department of Education (IDOE) for license renewal (LR) credit.
- You do not need to request approval in order to take any course for lane advancement. You will, however, eventually need to provide a Course Submission Form and evidence of successful completion of your course, per the time frame above.
- A maximum of 5 license renewal credits can be used for Lane Advancement.

## **COBRA/EXTENDED INSURANCE COVERAGE**

Federal law requires that your group plan allow qualified persons to continue group health coverage after it would otherwise end. For this purpose, the term “group health coverage” includes any medical, dental, and prescription drugs benefits that are included in the group health plan. Please see the formal notification from our insurance provider included in the District Information Portal Insurance and Benefits Information folder.

## **CODE OF PROFESSIONAL CONDUCT AND ETHICS/RESPONSIBILITIES [282–25.3(272)]**

*([Board Policy 404](#) - Employee Conduct and Appearance)*

*([Board Policy 404 R1](#) - Employee Conduct and Appearance - Chapter 25 Code of Professional Conduct and Ethics)*

Staff are expected to act in accordance with professional standards.

## **COMMERCIALLY MADE ENTERTAINMENT MOVIES**

Commercially made entertainment movies should not be shown unless instructional purposes have been reviewed with the building principal and approved for class time use.

## **COMPLIANCE ISSUES**

*([Iowa Department of Education \(IDOE\) Reference Guide for Required Professional Development](#))*

Annual compliance training is required as a condition of employment. In cooperation with Vector Solutions and Heartland AEA, we are able to offer most of the compliance training online. Employees will be notified annually of any on-line training required. Please contact Jami Boege, at the administration office with questions.



## **CONDUCT IN THE WORKPLACE**

- **Efficient Use of time:** An employee is responsible for the time on the job in which he/she is assigned. Each employee must develop work habits and systems to eliminate backtracking or poor usage of time. This requires initiative and planning on the employee's part in coordination with your supervisor. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.
- **Fighting:** Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee to disciplinary action.
- **Fraud:** Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement.
- **Investigations:** Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.
- **Reporting:** Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline up to and including termination.
- **Language:** Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.
- **Personal Profit:** District employees and students are to be free of coercion to purchase or contribute to any product or cause that befits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit.
- **Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty** is strictly prohibited and will result in discipline.
- **Violence in the workplace** will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline.

## **CONFIDENTIALITY**

School employees are entrusted with confidential information – whether it be about students or fellow employees. Employees must not disclose student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws.

## **COPIER**

Personal copies made on photocopy machines may be permitted with the approval of the principal at a charge of \$.10 per copy.

## **DISCIPLINE POLICIES/BOARD SUPPORT**

The Board of Directors of the Dallas Center-Grimes Community School District hereby confirm its intent to support the school discipline policy, to support staff who enforce the discipline policy, and to hold staff accountable for enforcing the discipline policy.

## **TEACHER QUALITY COMMITTEE (TQ Committee)**

The committee shall have equal representation of administrators and teachers. The teacher members shall be appointed by the certified employee organization if one exists. DCGEA approves teacher members and the administrator representation shall have an equal number.

## **DIVERSITY PLAN/Affirmative Action Plan**

*([Board Policy 401.01](#) - Equal Opportunity Employment / Affirmative Action)*

## **EMPLOYEE SUPPORT RESOURCES**

Employee & Family Resources (EFR) is a benefit to DCG employees and families, and we offer access to the Employee & Family Resources program. This program offers counseling and support systems for employees or family members. Please refer to their website at <http://www.efr.org> for specific information. There should not be a cost for initial services, including six personal sessions, as the district pays a membership for every employee.

## **EMPLOYEE FILES**

*([Board Policy 401.05](#) - Employee Records)*

*([Board Policy 401.05 RI](#) - Employee Records)*

The following employee files are maintained within our district.

Central Office Employment File 1. Application letter and form 2. Certifications 3. Transcripts 4. Resume 5. Credentials 6. TSA 403(b) information 7. Previous years contracts 8. Mandatory reporting forms 9. Payroll required forms	Building Principal Evaluation File 1. Formative observations 2. Informal observations 3. Summative evaluations 4. Principal/staff communications 5. Coaching/extra curr. evaluations 6. Significant parent communications
Central Office Health File 1. Functional Physicals if required for position 2. Other medical information	Athletic Director Evaluation File (Coaching evaluations)
Central Office Evaluation File 1. Significant Superintendent, Assoc. Superintendent and/or Principal/staff communications 2. Most recent Summative Evaluation	
General Comments <ul style="list-style-type: none"> <li>• Under no circumstances should anything be put in an employee's evaluation file without the knowledge of the employee.</li> <li>• Employee's have a right to inspect and/or review all of their personnel files.</li> <li>• Employee's have a right to put information in their file with response to information included in the file.</li> </ul>	

## **EVALUATION PROCEDURES**

The goal of evaluation is to improve employee performance and should be viewed as a positive effort to enhance employee job satisfaction.

Classified employees shall be evaluated in writing by their immediate supervisor at least once each year. The employee shall receive a copy and one copy shall be placed in the personnel file.

Non-probationary employees who are disciplined by suspension from work or receive two unsatisfactory job evaluations shall automatically be placed on probationary status for one year after returning to work.

## **EVALUATION PERSONNEL**

Classified employee individuals to be evaluated by:

- Bus Drivers: Transportation Director
- Custodians: Head Custodian: Operations Supervisor
- Central Office Support: Superintendent/Business Manager/Associate Superintendent
- Building Secretaries: Building Principal
- Associates/Paraeducators: Building Administration
- Transportation Director: Superintendent
- Operations Director: Superintendent
- Business Manager: Superintendent
- Associate Superintendent: Superintendent
- Superintendent: DCG Board of Directors

## **EXPENSES REIMBURSEMENT/PAYMENT**

*([Board Policy 401.07](#) – Employee Travel Compensation)*

*([Board Policy 401.07 RI](#) - Employee Travel Compensation - Administrative Regulations)*

Travel Expenses:

There are several District vehicles available for staff use for school business purposes. Staff should apply to the Transportation Director to be approved to drive a District vehicle. Whenever the school vehicle is not available, and a teacher attends meetings, conferences, or other travel required by the school, the teacher will be reimbursed at a rate set by board policy. For attendance at meetings, conferences, or other travel requested by the teacher, the superintendent may authorize a travel allowance equal to the rate set by board policy if the superintendent feels that the teacher's travel will significantly benefit the school. The superintendent shall have the discretion to limit

the number of vehicles for which travel will be paid for each meeting or request. The superintendent shall have discretion to contribute to a registration fee for the meeting or conference.

Other Expenses:

The Dallas Center-Grimes School District will pay the following employee expenses if an employee, when accompanying students to activities or attending an approved staff development activity or organization meeting, incurs them:

- Parking fees
- Meals (if overnight)
- Meeting Materials

Requests for mileage reimbursement must be filed within 45 days of the trip for which reimbursement is being requested. Claims filed after that period of time may be denied.

Employee Organization Membership:

The Dallas Center-Grimes School District will pay the membership dues for any employee's professional organization if one or both of the following exist:

1. Employee membership is required to allow student participation in organization activities or events.

2. Employee membership is required to allow student recognition by organization. The district reserves the right to determine district interest in organizations' activities or recognition programs.

## **EXTENDED CONTRACTS**

For extended contract working days beyond the basic contract, such as guidance counseling and vocational agriculture, time worked will be accounted for by the principal or central office. All employees with extended contract days will be determined by the district and planned in advance of each school year. Documentation of duties and scope of work will be required.

## **FAMILY MEDICAL LEAVE ACT**

*([Board Policy 409.03](#) - Family and Medical Leave)*

*([Board Policy 409.03 E1](#) - Employee Family and Medical Leave Notice)*

*([Board Policy 409.03 R1](#) - Family and Medical Leave - Administrative Regulations)*

*([Board Policy 409.03 R2](#) - Family and Medical Leave - Employee Family and Medical Leave Definitions)*

- Family Medical Leave may be available for employees for a serious health condition for self or a family member. Please contact Sarah Jenkins or Michelle Wearmouth in the Central Office regarding a potential FMLA leave.
- Any employee that has missed six consecutive days of work due to illness will be required to complete FMLA papers and provide a physician's form allowing the employee to return to work.
- All FMLA forms can be found on the district Google Platform or by contacting the central office.

## **FUNDRAISING/HANDLING MONEY**

*([Board Policy 705.07](#) - Student Fundraising)*

*([Board Policy 705.07 R1](#) - Student Fundraising)*

Every school has a certain number of fundraising activities during a school year. Dallas Center-Grimes students have the opportunity to raise funds through special projects. The following guidelines are to be followed when setting up fundraising activities:

1. Clearly identify the purpose/use of funds to be raised.
2. Consider if fundraising is the most appropriate source of revenue.
3. Request fundraising project on the Fundraising Request survey sent three times annually by the Activities Department.
4. Following board approval, fundraisers will be scheduled on the school calendar.

Fundraising activities that are requested, but not scheduled last spring, will be approved only in unusual situations. School guidelines must be followed regarding depositing the funds (below), use of requisitions and purchase orders in ordering merchandise, and ensuring that invoices are paid in a timely manner. An accurate accounting of merchandise and funds must be maintained.

Any money collected by any school employee shall be documented by a receipt book or a detailed listing on a spreadsheet that includes the name of the person who paid, the dollar amount, the date of receipt and purpose of fund paid (item or activity). The money/checks and documentation must be totaled and turned into the school office daily. NO money is to be kept by employees overnight in classrooms, desks, file cabinets, etc. Please work with the office administrative assistant to determine the timeline of when money needs to be turned in to the office so it can be processed and deposited that day. All fundraising sponsors should refer to guidelines listed in the Business Office Procedures Manual for fundraising procedures.

## **GRIEVANCE PROCEDURE/ DISTRICT**

*(Board Policy 102 - Equal Educational Opportunity)*

*(Board Policy 102 R1 - Equal Educational Opportunity)*

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

### Level One - Principal, Immediate Supervisor or Personnel Contact Person

*(Informal and Optional - may be bypassed by the grievant)*

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with the personnel contact person. A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

### Level Two - Compliance Officer

*(Formal written)*

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 30 working days from the date of the event-giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within 60 days after receipt of the complaint.

### Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within ten working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. The superintendent will render a decision within 30 days after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

### Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Cary Justmann, Director of Human Resources

2405 W. First Street, PO Box 680  
Grimes, Iowa 50111  
Telephone: 515-992-3866  
Monday-Friday: 8:00 AM - 4:00 PM

## **EDUCATIONAL PROGRAMS AND ACTIVITIES**

*([Board Policy 102 E3](#) - Equal Educational Opportunity - Notice of Section 504 and Parental Rights)*

### **Employee notification of Student and Parental Rights**

The Dallas Center-Grimes Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that a child has a qualifying disability for which accommodations may need to be made to meet the individual needs as adequately as the needs of other students. Employees will support the implementation of any such accommodations and comply fully with Title VI, Title IX, the Americans with Disabilities Act (ADA) § 504 or Iowa Code § 280.3 as directed.

## **HEALTH / OTHER BENEFIT COVERAGE NOTICES**

Your participation in our employee benefit plan(s) entitles you to be provided with certain documents as specified by various legislative regulations. DC-G notifies staff electronically, unless specifically requested, and new notices are posted in July of each calendar year. The following documents will be provided to you electronically:

- Documents required by ACA/ACA (Health Care Reform)
- Benefit Summaries/Summary Plan Descriptions of Wellmark Health & Dental Plans 2023-2024
- Summaries of Material Modifications, as needed
- Grandfathered Plan Notice
- Patient Protection Notice
- Medicare Part D – Creditable Coverage
- Notice of Marketplace
- Section 125 Pre-Tax
- Flexible Benefits Plan Summary Plan Description
- FMLA General Notice
- State Premium Assistance (CHIP)
- Genetic Information Nondiscrimination Act (GINA)
- Privacy Practices Notice
- Women's Health and Cancer Rights (WHCRA)
- Special Enrollments Notice
- COBRA General Notice and the Continuation Coverage Notice (and Addendum)
- Iowa Code 509.a.13 Notice
- Notice of our Information Privacy Policies and Practices - Wellmark • New documents required after the date of this publication
- Coronavirus Related Distributed CRD 403b Notification to Employees • Coronavirus Employee Rights
- EFR EAP NOPP
- Universal Availability Notice

You are entitled to request and obtain a paper copy of any electronically furnished document free of charge by sending an email or calling the contact listed below. Documents will be posted on Google Team Drive – Staff Information – NOTICES.

If you have any questions, contact Sarah Jenkins ([sarah.jenkins@dcgschools.com](mailto:sarah.jenkins@dcgschools.com)) or Michelle Wearmouth ([michelle.wearmouth@dcgschools.com](mailto:michelle.wearmouth@dcgschools.com)) in the Central Office at 515-992-3866 or 2405 W. First Street, PO Box 680 Grimes, Iowa 50111

## **HOLIDAYS/PAID**

Holidays shall include: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Independence Day, and for twelve month employees, the day after Thanksgiving and the day before or after Christmas or Independence Day.

- Less than full-time employees shall be granted the above holidays with pay when they fall within the regular contract year.

## **HOURLY PAY RATE** *(for certified staff)*

For all activities approved for payment to staff, but outside the master contract regular salary, supplemental salary, extended contracts, or teacher compensation, will be paid at \$25.00 per hour.

## **HOURS OF ATTENDANCE**

Hours of attendance for all teaching personnel will be 7:45 AM to 3:45 PM in all buildings other than Oak View.

- Oak View hours of attendance will be from 7:30 AM to 3:30 PM. If not assigned duty during the lunch period, teachers may leave the school grounds, but should check out with the office.
- If it is necessary to leave school before the end of the contracted work day, teachers must make arrangements to do so through the principal. Teachers are required to check with the building principal prior to leaving school during work hours, other than lunch period.
- On Fridays, and on days before vacations or holidays, employees may depart school after all of their respective responsibilities have been concluded as designated in each building's employee handbook.
- Certified employees may be required to attend no more than four (4) evening meetings each year at no additional salary.
- Meetings will be no longer than three (3) hours in length and start no later than 7:00 p.m.
- Employees may depart school after all their responsibilities have been completed when they are required to attend an evening meeting. Employees must check out with building principals.
- Classified employees are not allowed to work off site without advance permission from their direct supervisor to include reading or responding to email.

### **A. Bus Drivers**

- a. Bus driver positions shall be considered as less than full-time. Hours of work shall be determined by the employer after a consultation with the driver. Hours shall be set by the transportation director and can be modified as students need changes.

### **B. Custodial Staff (Full-time Position)**

- a. Regular school year and summer work hours for the custodial staff shall be set by the Director of Operations. Notification of hours to be worked shall be made by the Director of Operations and can be modified as need arises. Because of an extracurricular activity or an emergency, overtime may be granted to custodians who would exceed 40 worked hours per week. The Superintendent or Director of Custodial Services and Buildings must approve the number of hours worked beyond 40. The business office shall be notified of circumstances for granting overtime through the employee time sheet.
- b. Overtime hours will be paid at a rate of 1 1/2 times regular hourly rate on those work hours that exceed 40 worked hours per week. Paid leave time does not count toward the 40 hour threshold. Approval of the superintendent or department supervisor is necessary.

### **C. Administrative Assistants**

- a. 260 days/12 month: Administrative Assistants working twelve months shall receive a calendar outlining the work year. The schedule will state the days of work exclusive of vacations.

- b. Less than 260 days/Less than 12 months: Administrative Assistants working less than 2080 hours annually shall receive a calendar stating the beginning and ending days for that work year along with the hours to be worked. The immediate supervisor shall develop the work schedule.
- D. Associates: Associates shall receive their work schedules from the principals.

## **IDENTIFICATION BADGES**

It is very important to provide a safe environment and for all students, staff, and visitors to be able to identify DCG school personnel. Therefore, all DCG staff will be required to wear school provided ID badges while on duty. If you need a replacement, please contact the central office.

## **INDIVIDUAL EDUCATION PLAN (IEP) MEETINGS**

All IEP meetings are to be scheduled before or after the student day, unless specifically and independently requested by parents or there is no loss of teacher time with students. This is being done to allow the maximum time possible to serve students.

## **INJURIES**

*([Board Policy 403.02](#) - Employee Injury on the Job)*

### Staff

In case an accident of a minor nature occurs, first aid material can be found in the nurses' and/or main office. If you are injured while performing any part of your duties as an employee of Dallas Center-Grimes Community School, you must file a Workers' Compensation Report by calling the triage nurse. Call CareWorks Nurse at 1-855-921-9517. Use CareWorks Search Code: Q S 6 9 3. The CareWorks Nurse will direct you to the appropriate provider. If you need to see a doctor for an injury that occurs while performing any part of your duties as an employee of Dallas Center-Grimes Community School, you must first see one of the Workers' Compensation doctors identified by the district. This does not apply in emergency situations in which an ambulance or EMT personnel respond. Questions relating to Workers' Compensation should be directed to the district business manager.

### Students

All injuries, both major and minor, should be reported to the office immediately. A report of injury form should be filled out and filed in the office. Injury report forms are available in the office. Parents or guardians of the injured student should be contacted. If parents or guardians are not available, check Infinite Campus for the name of the family doctor. If no doctor's name is listed, a hospital should be called in emergency situations.

## **INSTRUCTIONAL MATERIALS**

Materials that are developed by staff for classroom use are the property of the Dallas Center-Grimes Community School. If staff members leave the district, all instructional materials are to stay in the teacher's files, including electronic files. Teachers leaving the district may make arrangements with the building principal to make copies of the instructional material for their own use.

## **INSUBORDINATION**

Disobedience, failure or refusal to follow the written or oral instruction of supervisory authority, or refusal to carry out work assignments is considered to be insubordination. Insubordination will result in disciplinary action, up to and including termination.

## **INTENT TO ADVANCE LANES *(for certified staff)***

By January 15<sup>th</sup> of each school year, teachers must file the "Request for Lane Advancement" form to advance a lane for the following school year. Documentation showing proof of course completion or degree achieved must be filed in the central office by the second Friday of September. This form can be found in "Forms I Can Start" in Frontline Central.



## **JUNE PAYROLL** *(for certified staff)*

*([Board Policy 706.01](#) - Payroll Periods)*

July and August checks will be written in June and checks will be made available to staff. Accounting procedures will provide for the payment of July and August payroll in June. How staff chooses to receive their July and August payment needs to be determined by each staff member.

Staff members have two options:

1. Continue to receive your payroll deposit in July and August. If you wish to receive payroll in this manner, you do not need to do anything.
2. Receive your July and August payroll check in June. You can request to receive the July and August payroll check when you receive your June payroll deposit. If you wish to be paid for July and August with your June check, you must notify the business manager in writing by April 1 each year. Email is acceptable. After April 1 your payment selection method cannot be changed.

## **LATE START AND EARLY DISMISSAL**

When school is dismissed early due to inclement weather, staff members will be expected to work the normal contract hours. In situations where road conditions are dangerous for individual travel, teachers will be informed that they do not have to work regular hours. When school starts late, staff members will be informed if they are to arrive at school at the regular time, otherwise they will use the same delay as scheduled for students.

## **LAYOFF PROCEDURE** *(for classified staff)*

The employer has sole discretion to determine the necessity for an implementation of a layoff of the workforce. Except in cases of emergency, notice of layoff will be given at least two (2) weeks in advance of the layoff, or two (2) weeks pay in lieu thereof. If a layoff is deemed necessary, the employer shall base the decision on the relative skill, ability, competence, qualification, experience and seniority of available employees to do the work. If a choice must be made between two or more employees of equal skill, ability, competence, qualification and experience, the employee (s) with least seniority will be laid off.

## **LEAVES**

### **A. Sick Leave**

- a. Employees shall be granted by the Board sick leave for personal illness or injury, which will accumulate at the following rate:
  - 1 year 10 days
  - 2 years 11 days
  - 3 years 12 days
  - 4 years 13 days
  - 5 years 14 days
  - 6+ years 15 days
- b. The above scheduled amounts of sick leave shall apply only to consecutive years of employment in the Dallas Center-Grimes Community School District, and unused portions may carryover to a maximum of one hundred twenty days (120).
- c. The Board reserves the right to require a physician's statement substantiating a personal illness or injury for which a claim for sick leave is made.
- d. Sick leave cannot be used where deferment of treatment or medical service would be possible at a time other than during the school year.
- e. Employees shall check with the Board's business office to determine the current status of sick leave accumulation.

- f. Employees may use up to ten (10) days of personal sick leave to care for their sick child, stepchild, spouse, or parent and the employee must list the family relationship that meets this criteria in the request for leave.

#### B. Personal Leaves

- a. Employees may be granted two (2) days paid leave per year. Personal leave is at the discretion of the employee. This leave may be denied because of lack of substitutes. After personal leave has been approved, it can be withdrawn only with the consent of the employee. Staff may roll over three (3) unused personal days may be rolled over to the next year, for a maximum of five in one year. Requests for personal leave should be filed with the Superintendent or designee at least forty-eight (48) hours prior to the requested leave.
- b. Such personal leaves including the day immediately preceding or following a regularly scheduled vacation period; the days of pre-school workdays, workshop days, first or last day of each quarter, parent teacher conferences, open house, or the first two weeks of school, may be granted by the Superintendent only in unusual or emergency situations.
- c. Additional leave, paid or unpaid, may be granted at the sole discretion of the Superintendent.

#### C. Emergency Leave

- a. In the event of in-patient surgery of an employee's spouse, child, parent, sister, brother, mother-in-law, or father-in-law; an emergency leave for the day of the surgery will be allowed. This leave will not be charged to any employee leave.
- b. More days of emergency leave may also be granted for medical and non-medical emergencies involving the employee including, but not limited to house fire, severe storm damage, car accident, etc. Emergency leaves for this purpose shall be charged to an employee's sick leave, not to exceed five days per year. This leave shall be granted at the sole discretion of the superintendent and shall not be accumulated from year to year. This option may be requested only after the employee's entire personal leave has been used. Days of emergency leave may be granted at the sole discretion of the Superintendent.

#### D. Bereavement Leave

- a. In the event of a death in an employee's immediate family, at the employee's request, the employee shall be granted permission to be absent from duty for up to **ten** days as may be determined to be necessary for attendance at the funeral, and for any other purpose directly arising out of the death. For the purpose of the foregoing, an employee's "immediate" family is defined as his/her spouse, **significant other**, child (including miscarriage/stillbirth), stepchild, parent, brother, or sister.
- b. In the event of the death of the employee's mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, fiancée, grandparents, or grandchildren of the employee and his/her spouse, and at the employee's request, the employee shall be granted permission to be absent for up to **five** days to permit the employee to attend the relative's funeral, and for any other purpose directly arising out of the death.
- c. In the event of the death of an uncle, aunt, niece, nephew, or first cousin of the employee and his/her spouse, and at the employee's request, the employee shall be granted permission to be absent from duty for **up to two days** in order to attend the relative's funeral.
- d. An employee may be granted leave from duty at the discretion of the Superintendent, to permit the employee to attend the funeral of a close friend. Days of bereavement leave may be granted at the sole discretion of the Superintendent.
- e. No deduction of pay shall be made for absences due to bereavement leave granted under this section.
- f. Extra days of bereavement leave may be granted at the sole discretion of the Superintendent.

#### E. Leave Request

- a. Requests for leave by classified employees shall be on the electronic leave request system.

- b. Questions arising concerning these leave requests shall be directed to the Business Manager. Leave forms shall be completed by immediate supervisor with final approval and therefore signatures being made by the building principals or supervisor in that area.
  - i. Employees: Immediate Supervisors
  - ii. Custodians: Head Custodians: Director of Operations
  - iii. Transportation & Operations Directors: Superintendent
  - iv. Secretaries, Teacher, and Associates Building Principals
  - v. Bus Drivers/ Transportation Director

### **LESSON PLANS** *(for certified staff)*

Copies of weekly lesson plans will not be handed in to principals weekly, unless requested by the principal. Teachers are to have lesson plans on desk or computer, demonstrating that they are being used. During administrators' visits to a classroom, or through written or verbal communication, an administrator may request the written lesson and assessment plans.

### **MASTER CONTRACT**

All parts of the 2025-2026 Master Contract are part of the teachers' handbook. Any part of the Master Contract that replaces, or is contrary to this handbook, shall replace that portion of this handbook.

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

*([Board Policy 403.04](#) - Hazardous Chemical Disclosure)*

*([Board Policy 403.04](#) - Hazardous Chemical Disclosure - Administrative Regulations)*

With "Right to Know" requirements, the district is required to provide access to information about chemicals used in the workplace. This information is contained in the Material Safety Data Sheets (MSDS).

With "Right to Know" requirements, the district is required to provide access to information about chemicals used in the workplace. This information is contained in the Material Safety Data Sheets (MSDS). The link for the MSDS database is in the DCG Staff Drive

Staff members that have chemicals with "2 or above" rating in any category, should access this data and print a copy for their classroom. This is especially important for science teachers. If you need help accessing this information, please contact the operations director.

### **NEWSLETTER SCHEDULE**

Communication to our patrons is extremely important. All staff need to work at getting information to patrons. We believe in the importance of informing our stakeholders, and we would like our staff to provide the information. Specific articles will be requested each month in order to showcase our #dcgexcellence.

The Mustang Monthly is delivered to all mailboxes in our district during the first week of each month, excluding the months of July and August.

### **NOTICE OF NON-DISCRIMINATION**

The district does not discriminate on the basis of sex and prohibits sex discrimination in all education programs and activities operated by the district, as required by Title IX, including admission and employment.

Inquiries about the application of Title IX to the district may be referred to the district's Title IX coordinator, Mr. Cary Justmann, Director of Human Resources, 515-992-3866, 2405 W. 1st Street, Grimes, IA 50111, [cary.justmann@dcgschools.com](mailto:cary.justmann@dcgschools.com), the Office of Civil Rights, or both.

The district's Title IX Non Discrimination policy and grievance procedures are located in electronic format within the district's policy reference manual, accessible through the district's website. For questions locating the policy, please contact the Board Secretary.

Individuals wishing to report conduct that may constitute sex discrimination and/or make a complaint of sex discrimination should contact the district's Title IX Coordinator, Mr. Cary Justmann, Director of Human Resources, 515-992-3866, 2405 W. 1st Street, Grimes, IA 50111, [cary.justmann@dcschools.com](mailto:cary.justmann@dcschools.com), the Office of Civil Rights, or both.

## **NONDISCRIMINATION STATEMENT**

*([Board Policy 102 E1](#) - Equal Educational Opportunity - Annual Notice of Nondiscrimination)*

*([Board Policy 102 E2](#) - Equal Educational Opportunity - Continuous Notice of Nondiscrimination)*

The Dallas Center-Grimes Community School District offers career and technical education programs in the following areas:

- Agricultural, Food, and Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing Arts,
- Communication, and Information Systems
- Business, Finance, Marketing and Management
- Human Services

## **NUTRITION FUND ACCOUNT PROCEDURES**

The Dallas Center-Grimes Community School District has a contract with Chartwells to provide the district's food service program for this school year. Staff are not to charge a deficit on account for any items.

## **PARENTSQUARE COMMUNICATIONS**

ParentSquare is Dallas Center-Grimes CSD's communication platform. Our district will use ParentSquare to communicate with all district stakeholders. ParentSquare is also used to communicate school closures/delays along with all emergency notifications. All DCG employees will have a ParentSquare account using their approved district email. Secondary emails can also be added to the primary account. Employees should reach out to the Director of Communications or your building administrative assistant to add secondary information. ParentSquare accounts are linked directly to employee profiles in Infinite Campus. Additional ParentSquare resources can be found on our district website.

## **PART-TIME EMPLOYEES LEAVES**

*([Board Policy 409.02](#) - Employee Leaves of Absence)*

Part-time employees shall accrue and use leaves on a pro rata basis.

## **PAYROLL DEDUCTIONS**

*([Board Policy 706.02](#) - Payroll Deductions)*

Payroll deductions are authorized for withholding taxes, IPERS, FICA, Tax Sheltered Annuities, Section 125 for medical expenses and childcare, and other insurance programs.

## **PAYROLL INFORMATION**

*([Board Policy 706.01](#) - Payroll Periods)*

Payday is generally the 20th of each month. All expenses for which you wish to be paid or reimbursed in a given month must be submitted to the Payroll and Benefits Specialist by the 9th day of each month.

## **PHYSICAL EXAM**

*(Board Policy 403.01 - Physical Examinations)*

Employees, whose physical or mental health, in the judgment of qualified medical personnel or district administration, may be in doubt, shall submit to additional examinations at the expense of the school district when requested.

## **PHYSICAL FORCE, USE OF**

*(Board Policy 503.05 - Corporal Punishment, Mechanical Restraint and Prone Restraint)*

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to prevent harm to persons or property.

State law also limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

Teachers are reminded to refrain from physical force against students unless it is absolutely necessary to use reasonable force to prevent that student from hurting him/herself, hurting others, damaging property. Although Iowa law and board policy do not prohibit the use of reasonable physical force, it is the recommendation of the administration that staff members do not make physical contact with students. Corporal punishment is illegal by Iowa law and board policy.

## **POWERS AND DUTIES OF THE BOARD**

The board acts on behalf of the school district, and has jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers. (policy code 200.2)

## **PROBATIONARY PERIOD** *(for classified staff)*

New employees and employees transferring to a specific position in the District shall serve a probationary period of ninety-five (95) days. Probationary employees may be terminated for any reason without recourse to any procedures in the Terms of Employment or the employee handbook. During this period, the employee shall be given a prorated amount of applicable leaves until successful completion of the probationary period which completes or extends the status of probation based upon employee performance and attendance.

## **PROFESSIONAL GROWTH** *(for certified staff)*

*(Board Policy 405.08 - Certified Employee Evaluation Criteria)*

Teachers shall be required to meet the expectations for professional growth required by the Iowa Teaching Standards, Iowa Professional Development Model, State Department of Education, and the Dallas Center-Grimes Community School.

## **PROFESSIONAL LEAVE**

Attendance at educational meetings or visits to other schools (except for the purpose of seeking employment) may be permitted. Such absence must be approved in advance by the Superintendent or designee. If any employee wishes to be absent from duty for a brief period for such purposes, a written request for such absence shall be submitted by the employee and Principal and filed with the Superintendent or designee at least seven (7) calendar days prior to the first day of the anticipated absence. Reasonable expenses for professional leave will be considered on an individual basis. Any expenses paid by the Board must be approved in advance of the leave by the Superintendent.

1. This leave may be denied or canceled because of lack of substitute teachers.
2. The district shall reimburse the employee for any personal cost the employee incurs, after the professional leave is approved. The employee must inform the administrator of possible personal cost reimbursement at the time the employee is notified that an approved professional leave is being canceled.

## **PUBLIC SERVICE**

All certified and non-certified personnel may engage in public service activities unless such activity directly infringes upon the employee's service to the school district.

## **PURCHASING PROCEDURES**

*([Board Policy 705.04](#) - Requisitions / Purchase Orders)*

*([Board Policy 705.04 R1](#) - Requisitions / Purchase Orders)*

1. Requisition
  - a. Completely filled out and signed by the person making the request. The requisition must contain complete information. All purchases of the District must meet public purpose
  - b. definition.
  - c. Turn requisition in to the building administrative assistant for entry into the Weblink system. c. Building level principal approves the purchase and verifies the budget amount is within line item budget or note exception requested.
  - d. Requisition routes to subsequent approvers for final approval.
2. Purchase Order (P.O.)
  - a. Central office staff completes P.O. on accounting software
  - b. Central office sends P.O. to the vendor. Ordering should occur only by central office staff unless otherwise specifically directed.
  - c. Central office sends building and staff copies of P.O. Staff should not take action on any items related to the request until the PO has been processed and approved.

## **RELATIONSHIPS WITH STUDENTS**

*([Board Policy 404 R2](#) - Employee Conduct and Appearance)*

District employees, including coaches, are encouraged to create professional relationships with students so as to assist with their learning. Employees should not create a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

## **RELEASE OF STUDENT INFORMATION/STUDENT RECORDS**

*([Board Policy 506.01](#) - Student Records Access)*

*([Board Policy 506.01 E1](#) - Student Records Access - Request of Nonparent Examination or Copies of Ed. Records.)*

Individual staff members should never release student record information to anyone other than the parent or guardian.

## **RELIGIOUS HOLIDAY CELEBRATIONS IN PUBLIC SCHOOLS**

*([Board Policy 603.08](#) - Teaching About Religion)*

*([Board Policy 603.08 R1](#) - Teaching About Religion)*

Public school officials need to be conscious that the birth of the Christian Savior is not recognized or celebrated by all students and families. Therefore, here is a quick (not meant to be exhaustive) checklist of what public school officials are prohibited from doing and what they are permitted to do.

### **1. Prohibited Activities**

- a. Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message (“Gloria in Excelsis Deo,” e.g.).
- b. Display of a Christmas tree with religious symbols such as stars, angels, the Baby Jesus. iii. School-wide prayer or Scripture readings.
- c. A musical concert with exclusively religious music.
- d. Holding a “Christmas party” in the classroom. A “holiday” or “end of semester” or “end of 2022” party is okay.

### **2. Permissible Activities**

- a. Including religious music selections during public holiday concerts if non-religious music is included.
- b. Holding holiday concerts at religious sites if the concerts are also held at non-religious sites. iii. Displaying a “giving tree,” i.e. a tree on which students hang donated items such as mittens, gloves, etc. to promote caring and positive character traits.
- c. Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, Frosty the Snowman, other festive figures, a “Happy Holidays” banner, etc.
- d. Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

## **SCHOOL CALENDAR**

*([Board Policy 601.01](#) - School Calendar)*

The school board approves the school district calendar annually. If you need an official copy, contact your building principals. The calendar on the district website is the “official” calendar. All events must be recorded on this calendar. Please schedule your event with the principal, who will be responsible for scheduling the event on the master calendar. It will be advantageous to schedule events as soon as possible.

## **SCHOOL EQUIPMENT**

*([Board Policy 905.01](#) - Use of School Facilities and Equipment)*

*([Board Policy 905.01 R1](#) - Use of School Facilities and Equipment)*

School equipment cannot be used for private use without rental. Abuse or misuse of district or non-district owned property is to be reported immediately. It is expected all employees will use care and caution using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.

## **SCHOOL SAFETY**

If you experience any area within the district that you think needs attention to improve safety, please contact the building principal as soon as possible.



Each classroom, commons, and office is equipped with an Emergency Guide. Please refer to this in the case of all emergency type situations. Whenever leaving the classroom during an emergency situation, please take this guide with you.

## **SCHOOL VEHICLES AND LOG SHEETS**

Only employees who possess a valid driver's license, have appropriate insurance coverage, and have been approved by district administration may operate a district vehicle. Drivers of vehicles will be responsible to pay fines received, including parking tickets. Any fines or parking tickets that are issued while using a district vehicle are to be reported to the building principal. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated.

Employees that are driving and transporting students shall not use a cell phone while the vehicle is in motion. Employees may not fuel the vehicle if students are in the vehicle.

The district's transportation supervisor will continue to be responsible for inspecting, repairing, and servicing vehicles. Procedures for documentation of miles and for fueling vehicles shall be provided to drivers by the district's transportation supervisor.

When using a school vehicle:

- Each time you use a school vehicle, please fill out the mileage log sheet located in the vehicle.
- If you purchase gasoline, please complete the fuel data section and leave the receipt in the logbook.
- Please clean out the vehicle, remove belongings and trash.
- Please return the keys and fuel card to the office immediately.
- Report any problems experienced to the district's transportation supervisor.
- If you have problems with the vehicle during your trip, please contact the district's transportation supervisor.

## **SEXUAL/PHYSICAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES**

*([Board Policy 402.03](#) - Abuse of Students by School District Employees)*

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the District under the direction and control of the District. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The District will respond promptly to allegations of abuse of students by District employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

## **SMOKING, VAPING AND TOBACCO USE**

*([Board Policy 905.02](#) - Tobacco and Nicotine-Free Environment)*

All district buildings, grounds, and vehicles are tobacco free. Staff members may not use tobacco products, including electronic cigarettes, while in school facilities, on school grounds, or in school vehicles. Failure to comply with these rules will result in disciplinary action, up to and including termination.



## **SOCIAL MEDIA**

*(Board Policy 713 - Staff Technology Use / Social Media)*

*(Board Policy 713 R1 - Staff Technology Use / Social Media - Administrative Regulations)*

### **Social Media Responsibility**

The Dallas Center-Grimes Community School District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees' use of social media forms, including social networking websites such as personal web pages or blogs and electronic messaging are subject to the normal requirements of legal and ethical behavior within the District community. Employees should be guided by applicable laws, District policies, and sound professional judgment when using social media. Staff may participate in educational networking sites. Educational networking sites should be used by educators as teaching tools and for professional development. Staff will be allowed to access district approved social networking and media sharing websites on district-owned devices and only use those approved for academic/classroom use. The Board directs the Superintendent and Director of Communications to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide staff use. In general, staff members are expected to communicate in a professional manner consistent with laws governing the behavior of school staff members, including but not limited to federal laws governing copyrights.

This policy and the related administrative procedures shall cover all forms of social media, now or hereafter existing, not just those which may be specifically listed.

- If you are participating on a social networking website, web page, and/or blog for District-related business, you may do so on District approved sites and only for academic/professional use. The Director of Communications and Superintendent must give approval.
- If you are participating on a social networking website, tool, app, web page, and/or blog for a District-related athletic team, activity, or classroom, you may do so on District approved sites. The Director of Communications and Superintendent must give approval. The account set up, username, and password will be kept by the communications department.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a District employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at the District.
- Remember, your social networking site is an extension of your personality, and therefore an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the classroom wall, it is inappropriate to put it online.
- Remember that blogs, messaging/chatting, wikis, podcasts, and any online tool are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The “dcgschools.com” address attached to your name and/or email imply that you are acting on behalf of the District and, as such, you are expected to conduct yourself in a professional manner.
- Any information shared via email or social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District's system is subject to being monitored or inspected at any time.
- Do not submit or post confidential information about the District, its students, alumni, or employees. You should assume information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)).
- Before posting photographs, audio and video, permission should be sought from the participants, to ensure compliance with the district's media permissions procedures. Keep in mind that, by their very nature, social media such as social networking websites/tools, web pages, messaging/chatting, blogs, and micro-blogging are not truly private. To minimize unintended disclosure of information, you should set and maintain your social networking privacy settings at the most restrictive level.

- When posting, even in the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Proofread content before you submit or post messages. Remember that you are writing for publication, even if it is just for a social networking site. Refrain from making unsubstantiated statements and avoid careless comments, such as ‘research shows’ unless you also provide full citation of the research.

### Parent Communication

Teachers should notify parents of their intention to use media to communicate with them and their students as well as the intended purpose of such communications. All legal and ethical expectations for appropriate employee/student relationships must be followed.

Teachers should send out weekly communication to keep parents informed of important dates, subjects being studied and other classroom news. All DCG teachers will be using ParentSquare to distribute classroom level communication.

ParentSquare was adopted as the District's primary school to home communication platform in 2023. ParentSquare syncs nightly with Infinite Campus. Teachers are expected to utilize ParentSquare for parent/teacher conference sign up.

Using private Facebook groups and other communication platforms like Bloomz or Remind is not allowed.

ParentSquare is managed by the Director of Communications (overall), the Director of Technology (data syncs) and the Information Specialist (Infinite Campus).

All other forms of parent communication need to have prior approval from the Director of Communications and building administrators.

### Personal Use of Social Media

The District recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right to speak out on matters of public concern. However, the District also has the right to respond to an employee’s use of social media in other circumstances, such as when the personal use of social media interferes with the employee’s ability to perform his or her duties or affects the District’s efforts to provide educational services. Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their position with the District. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If you are participating on a social networking website/tools, web pages, messaging/chatting, and/or blog for personal use, you may identify yourself as an employee of the District.
- However, you must state that you are expressing your own opinion, not that of the District. You will be held fully responsible for your activities.
- If you identify yourself as a District employee, remember that your actions will reflect not only on you but the District as well.
- Never pretend to be someone else and submit or post information concerning the District.
- Do not use the District’s school logo or mascots, photographs, or any other such graphic representations or images, or link any personal page on a social networking website or other personal web page to any District website or material.
- If you submit or post information or comments that are not related to the District, your activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs or information which violates federal or state law and regulations and/or District policies and rules.

- Keep in mind that you do not have control of what others submit or post on social networking websites and other micro-blogs; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.
- Employees must maintain professional relationships with current students enrolled in the District. It is inappropriate for District employees to communicate with current students enrolled in the District through social media, such as through electronic messaging or any other social networking websites. This includes becoming “friends” on such sites or otherwise allowing students to access your site page to communicate. You should refrain from engaging in social interaction with current students enrolled in the district through personal pages on social networking websites and other personal web pages or personal electronic messaging. Staff members should only accept friend requests from parents of students if there is a preexisting relationship outside of school.
- Employees may use academic/classroom web pages and social networking tools that are approved by the District and used solely for school-related purposes (see Parent Communication).
- You should refrain from providing your personal contact information to students currently enrolled in the District. You should only provide your official District email address and/or District telephone number as a way to communicate with students or parents regarding District business.
- During the workday, you should refrain from participating on any personal social media.
- District equipment should not be used for personal media access/use, whether on or off campus.

NO STAFF MEMBER OF THE DALLAS CENTER-GRIMES COMMUNITY SCHOOL DISTRICT SHOULD POST STUDENT DIRECTORY INFORMATION ON THEIR PERSONAL PROFILES UNDER ANY CIRCUMSTANCES.

#### Student Directory Information

If parents/guardians do not want Dallas Center-Grimes Community School District to disclose directory information from a child’s education records without your prior written consent, the parent/guardian must notify the District in writing by the first day of each school year. Dallas Center-Grimes Community School District has designated the following information as directory information.

This includes:

- Student’s name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Release of information on the District’s website will be limited to the information that does not allow for the identification of individual students by address or telephone numbers
- A document containing the list of students whom the District does not have permission to publish will be shared with staff. It is important that staff refer to this document throughout the year as it will be kept up to date. This document is confidential and should not be shared with any one not employed by the Dallas Center-Grimes Community School District. Each building secretary will be able to provide the list if needed.

## Disclaimers

- Any statement of personal belief found on electronic networks or services is implicitly understood to be representative of the author's individual point of view, and not that of Dallas Center-Grimes Community School District, the Board of Education, its administrators, teachers, staff or the participating school.
- Classroom websites and blogs do not require a disclaimer, but teachers are expected to moderate content contributed by students.
- Copyright and Fair Use
- Respect and abide by copyright and fair use guidelines.
- A hyperlink to outside sources is recommended. Be sure not to plagiarize by giving credit where it is due. When using a hyperlink, be sure that the content is appropriate.

## Profiles and Identity

- Remember your association and responsibility with the Dallas Center-Grimes Community School District. If you identify yourself as a Dallas Center-Grimes Community School District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.
- No personal addresses or phone numbers should appear on any school website/social tool. • Be cautious how you set up your profile, biography, avatar, images, etc.
- When uploading digital pictures or avatars that represent yourself, make sure you select a school-appropriate image. Remember not to use copyrighted images.
- Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if you delete a post. You should assume that a message or image which is posted or communicated can never be completely deleted.
- Use of Dallas Center-Grimes, logo, and/or Mustang images, as part of representing district groups/classroom etc., must be the district-approved logos.
- Electronic Messaging/Chatting
- Dallas Center-Grimes employees are required to get authorization to have instant messaging programs downloaded on their school devices, including instant messaging programs that are available through web interfaces with no download.
- Avatar images and profile information should follow the same guidelines as the above Profiles and Identity section.

## Disciplinary Action

- Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge.
- If you have any questions regarding this policy or other communications related topics, you can contact the Director of Communications.

## **STAFF PERSONNEL DIRECTORY**

All staff information can now be found on Infinite Campus. Staff are asked to keep the information on Infinite Campus current. Please contact DeEtta Rosa, Information Specialist, to make changes or access My Data in Infinite Campus under Census. All staff members registering a student should register using their DCG school email address as their primary email and their personal email as their secondary.

## **STAFF TECHNOLOGY USE/SOCIAL NETWORKING**

*(Board Policy 713 - Staff Technology Use / Social Media)*

*(Board Policy 713 R1 - Staff Technology Use / Social Media - Administrative Regulations)*

Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

### **General Provisions**

The superintendent is responsible for designating a Director of Technology who will oversee the use of school district technology resources. The Director of Technology will prepare in-service programs for the training and development of school district staff in technology skills, appropriate use of district technology and for the incorporation of technology use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of district networks and devices. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of technology access privileges.

Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district maintained social media and email accounts are the property of the school district.

Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for email or use of the school district's network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over records, including financial, personnel and student information. The procedures will address at a minimum:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of email),
- record retention, and
- disaster recovery plans[SS1] .

### **Social Networking or Other External Web Sites**

For purposes of this policy any website, other than the school district website or school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site

without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the Director of Communications.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. (*Policy Code 401.13*)

The following rules and regulations govern the use of the school district's network systems, employee access to the internet, and management of digital records:

- Employees will be issued a school district email account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their email regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency.
- Employees may access the internet for education-related and/or work-related activities. Employees shall refrain from using technology resources for personal use, including access to social networking sites.
- Use of the school district technology and school email address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of technology resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.
- Employees are representatives of the district at all times and must model appropriate character, both on and off the worksite. This applies to material posted with personal devices and on personal websites and/or social media accounts. Posted messages or pictures which diminish the professionalism or discredit the capacity to maintain respect of students and parents may result in disciplinary action up to and including termination if the content posted is found to be disruptive to the educational environment[SS1] and adversely impacts the employee's ability to effectively serve as a role model or perform his/her job duties for the district. The type of material that would affect an employee's ability to serve as an appropriate role model includes, but is not limited to, text or depictions involving hate speech, nudity, obscenity, vulgarity or sexually explicit content. Employee communications with students should be limited as appropriate. If there is any uncertainty, employees should consult their building administrator.

### Prohibited Activity and Uses

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

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

### Other Technology Issues

Employees with personal cell phones should avoid using their phones for school district business. Employees should contact students and their parents through school district technology or phone system unless in the case of an emergency or with prior consent of the principal. Employees should not release their cell phone number, personal email address, etc. to students or their parents. Employees, who are coaches or sponsors of activities, must use the district-provided communication platform Parent Square to communicate effectively with families.

### **STUDENT SUPERVISION**

It is the responsibility of all staff members, PK-12, to provide a safe and orderly environment for student learning. Regardless of the grade level of the teacher or students, teachers should take responsibility for helping supervise students. Students should never be left unsupervised in any school setting.

### **SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES**

*([Board Policy 403.05](#) - Substance-Free Workplace)*

*([Board Policy 403.05 E1](#) - Substance-Free Workplace - Notice to Employees)*

*([Board Policy 403.05 R1](#) - Substance-Free Workplace Administrative Regulation)*

Employees are hereby notified it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

“Workplace” is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business. Employees who violate the terms of the Substance-Free Workplace policy shall be subject to discipline up to and including termination. Employees are further notified it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug offense for a violation committed in the workplace, no later than five days after the conviction.

## **SUBSTITUTE TEACHERS**

Each teacher should have a substitute folder that is easily accessible. It should contain the following: Daily class schedule, seating chart, attendance and lunch procedures, classroom rules and procedures, lesson plans, supervisory duties, helpful students, location of materials in your room, and leave instructions concerning what information you want the substitute to provide you when you return. Loaner computers are available should a substitute require a computer. Under no circumstances should you give your computer to the substitute.

## **TEACHER CERTIFICATION AND LICENSURE INFORMATION ONLINE**

Valid teaching certificates must be registered in the central office before any salary payment can be made. Updating of certification is a condition of continued employment. Please see the central office immediately if you have any certification changes or concerns for the coming year. A resource on the Board of Educational Examiners (BOEE) Web site <https://boee.iowa.gov/> contains licensure and endorsement information about all educators holding licenses in Iowa. This site will allow citizens as well as school districts to check on the licensure and endorsement status of current teachers and administrators.

## **TEACHER ORGANIZATIONS**

The Iowa State Education Association (ISEA), National Education Association (NEA), and the Dallas Center-Grimes Education Association are teacher organizations offered to DCG staff. Local association members will provide this information. If you desire joining associations in your major field we will help in obtaining information if you desire.

## **TECHNOLOGY SUPPORT**

Our Help Desk is the best option for connecting with the IT department about technology issues. A Help Desk ticket immediately reaches all IT staff, enabling us to respond much faster than an individual email. It is more important than ever to utilize the Help Desk as we are supporting more devices, students, and staff than ever before. Submitting a Help Desk ticket is as easy as emailing [helpdesk@dcgschools.com](mailto:helpdesk@dcgschools.com).

The following is information we need on every help desk request:

- Building Name and Room number/Location: (ex: Heritage Room# 402)
- Category of Technology the request is about: (ex: projector, laptop, printer, etc)
- Asset Tag: (Red and white one, usually 5 numbers)
- Detailed Description of Issue: The more information you can provide the better. The more valuable data you provide us the quicker and easier it is for us to help you out.

Please avoid the following common mistakes:

- Filling out a help desk for someone else. This is how we receive partial or wrong information. This can increase our response time or can cause us to troubleshoot the wrong problem.



- Skip the Description of Issue. This will often lead to increased response time as we will have to wait until we can get a proper description of the problem so we can appropriately assist you. We understand you are busy and writing out a detailed description can take time but please remember we are a small staff and support thousands of staff, students and devices. The more you can help us the more we can do to help you.
- Emailing just one person in the technology department. When you email the Help Desk it notifies all of us. This will help us manage all technology support requests and assist you in the best and quickest way possible. It could be one of us is in the building at the very time you need help and if you email Help Desk we can come right over and assist you. If you email one of us directly we will likely redirect you to enter a ticket causing an additional delay in time to resolve the issue.
- Do not send technology over without a help desk request sent and unless instructed to do so. Often we receive a Chromebook or some other form of technology with no notes on who it came from or what is wrong with it. This can lead to technology getting misplaced or forgotten about as there is no request of how we can help or who to send it back to.
- Do not submit multiple Help Desk for the same issue. If you have additional information to add or are looking for an update to your ticket, respond to the email you automatically receive when you submit a ticket. This will allow us to communicate more effectively to you and keep all relevant details centralized so that we can more easily assist you.
- Do not put more than one issue on a ticket. Every support item you need assistance with needs to be a separate ticket. This allows us to track repairs and solutions more accurately and effectively. If you submit a ticket with more than one support request we will close the ticket and ask you to submit a ticket for each individual issue.

## **TELEPHONE USE**

Staff members are not to place personal calls using the district's long distance services. Staff members are not to place nor receive cell phone calls nor text messages during the time they are responsible for supervising students.

## **TEST INTEGRITY/ACCOUNTABILITY TEST PREPARATION**

The Dallas Center Grimes Community School District is committed to ensuring the integrity of the information obtained from the use of educational assessments. This policy is intended to apply to all Statewide Assessments.

The purpose of this policy is to identify procedures that can ensure assessment results are truly representative of the achievement of students in our district. It is also our intent to create awareness of the potential negative impact that inappropriate assessment practices might produce, to outline processes to be followed, and to identify the potential consequences of violating the policy. If test scores become questionable because of inappropriate practices in either preparing students or in administering tests, the meaning of the scores will be distorted and their value for their original purpose will be diminished or lost.

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law and Board policy. If the staff member is a licensee of the Board of Educational Examiners, the Superintendent shall make a timely report to that Board.

If the Superintendent believes that assessment results are invalid, the Superintendent shall make a timely report to the Iowa Department of Education.

## **THEFT**

All thefts should be reported immediately to a principal or supervisor. Any conviction of theft by an employee will result in appropriate discipline, up to and including termination.

## **TREATMENT OF PATRONS AND STUDENTS**

Patrons and students of the district are to be treated with respect. Employees should be courteous at all times and report to the administration any mistreatment by district patrons or students.

## **WEAPONS IN THE WORKPLACE**

*([Board Policy 502.06](#) - Weapons)*

*([Board Policy 502.06 R1](#) - Weapons)*

*([Board Policy 905.03](#) - Weapons in the School District)*

The board believes weapons, or other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including termination of employment.

## **WORKPLACE PRIVACY**

The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and are only to be used for conducting school district business.

As part of their employment, the school district may make a desk or workspace and computer available to employees. The desk, workspace, and computer are school district property. Because the desk, workspace, and computer are district property, not the personal property of the employee, these items are subject to being inspected by the district at any time, with or without notice to the employee. The district assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees.

If the district conducts an examination or inspection under these terms, there will be at least two individuals present at the time of the examination or inspection.

## **WEATHER AND EMERGENCY RELATED SCHOOL CLOSING**

A decision will be made by the administration as early as possible.

Announcements will be given to the following radio and television stations for public notice:

Television: KCCI (Channel 8), WOI (Channel 5), WHO (Channel 13)

In addition, the school's communication system (ParentSquare) will be utilized to inform employees regarding school closings or delays.

Ultimately, it is the employee's decision whether or not to attend school. If an employee feels that weather conditions are such that they should not attend school, please contact the building administrator. Personal leave will be used for days missed.