

Murray Employee Handbook



2025-2026

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OPENING STATEMENT

Welcome Letter

Murray CSD Employees:

We are pleased to have you joining or returning to the district this school year. The purpose of this handbook is to provide guidance to ensure your success as an employee of the district. In addition to topics covered in this handbook, you are encouraged to utilize the district website and to become familiar with Board Policy posted on the district website.

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 are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

Definitions

- "The district" means the Murray Community School District.
- "Parent" also means "guardian" unless otherwise stated.
- "Online learning platform" means Zoom, Google Classroom, or any other web application used to conduct virtual learning.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" include school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School District Mission Statement

Mission Statement: The Mission of the Murray Community School is to inspire all to feel valued and empowered to succeed.

School District History

The Murray Community School District (originally Oakland) first opened its doors in 1868 in an old warehouse near the railroad tracks. Over the years, it moved to several different places until 1925, when fire destroyed the schoolhouse and all of its records. The class of 1926 was the first to graduate from the current building.

In 1958, the school added a new gymnasium and remodeled the old gym to make a newer kitchen and lunchroom. In 1979, an addition was made to the south side of the gym to house the new kindergarten through second grade, nurse's office, administration office, and a new lunchroom with modern facilities. In 1984, the Vocational Agriculture/Industrial Arts building was completed on the northwest corner of the building and a hallway was added to connect this building to the existing building. In August 1994, a new elementary addition, which included a multipurpose facility and preschool, was built. During the summer of 1996, a 3,000 square foot music room was completed.

In fall 2015, an addition with 4 classrooms, a practice gym, locker rooms, a conference room, and restroom, expansion of the lunchroom, and a secure front entry space was completed. In spring 2016, a practice track was developed for our students to have track practice.

In addition to physical upgrades, we have recently been focused on technological advances. Currently, we utilize online resources in our Math, Reading, English, Social Studies, Science, and PE curriculums. We will continue the integration of technology through the use of ChromeBooks for our students, CleverTouch boards for our teachers, and continuous upgrades throughout the district.

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, and sexual orientation in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The district is an EEO/AA employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Murray Community School District, 216 Sherman Street, Murray IA 50174; or by phone at 641-447-2517.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, (800) 457-4416 or (515) 281-4121, <https://icrc.iowa.gov/>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

School Calendar

Murray Community School District - Four Day 2025-26 School Calendar

School Day 8:00 am - 3:45 pm



www.murraycsd.org

641-447-2517

Facebook @MurrayCommunitySchool

Board of Education Approved: 4-16-2025

| |
|--------------------------------------|
| Professional Development (No School) |
| New Staff Workshop |
| First Day of School |
| No School |
| Early Out |
| Quarter Ends |
| PTC |
| Registration |
| No School |

Student Contact Hours:

ES = 7.38 hours

MS & HS = 7.38 hours

PD required = 36 hrs

Student required hours = 1,080

Student Contact Days = 148(PT Conf. Comp. 2 days)

INCLEMENT WEATHER

Full Staff PD Days may be used as potential make-up for inclement weather days

Early 4 days

PD 14 days

| August 2025 | | | | | Student Days |
|----------------|----|----|----|----|--------------|
| M | T | W | Th | F | |
| | | | | 1 | |
| 4 | 5 | 6 | 7 | 8 | |
| 11 | 12 | 13 | 14 | 15 | |
| 18 | 19 | 20 | 21 | 22 | |
| 25 | 26 | 27 | 28 | 29 | 4 |
| September 2025 | | | | | Student Days |
| M | T | W | Th | F | |
| 1 | 2 | 3 | 4 | 5 | 4 |
| 8 | 9 | 10 | 11 | 12 | 4 |
| 15 | 16 | 17 | 18 | 19 | 4 |
| 22 | 23 | 24 | 25 | 26 | 5 |
| 29 | 30 | | | | 1 |
| October 2025 | | | | | Student Days |
| M | T | W | Th | F | |
| | | 1 | 2 | 3 | 3 |
| 6 | 7 | 8 | 9 | 10 | 4 |
| 13 | 14 | 15 | 16 | 17 | 4 |
| 20 | 21 | 22 | 23 | 24 | 5 |
| 27 | 28 | 29 | 30 | 31 | 4 |
| November 2025 | | | | | Student Days |
| M | T | W | Th | F | |
| 3 | 4 | 5 | 6 | 7 | 4 |
| 10 | 11 | 12 | 13 | 14 | 4 |
| 17 | 18 | 19 | 20 | 21 | 4 |
| 24 | 25 | 26 | 27 | 28 | 2 |
| December 2025 | | | | | Student Days |
| M | T | W | Th | F | |
| 1 | 2 | 3 | 4 | 5 | 5 |
| 8 | 9 | 10 | 11 | 12 | 4 |
| 15 | 16 | 17 | 18 | 19 | 4 |
| 22 | 23 | 24 | 25 | 26 | 2 |
| 29 | 30 | 31 | | | |
| January 2026 | | | | | Student Days |
| M | T | W | Th | F | |
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | 4 |
| 12 | 13 | 14 | 15 | 16 | 4 |
| 19 | 20 | 21 | 22 | 23 | 4 |
| 26 | 27 | 28 | 29 | 30 | 4 |
| February 2026 | | | | | Student Days |
| M | T | W | Th | F | |
| 2 | 3 | 4 | 5 | 6 | 4 |
| 9 | 10 | 11 | 12 | 13 | 4 |
| 16 | 17 | 18 | 19 | 20 | 4 |
| 23 | 24 | 25 | 26 | 27 | 4 |
| March 2026 | | | | | Student Days |
| M | T | W | Th | F | |
| 2 | 3 | 4 | 5 | 6 | 4 |
| 9 | 10 | 11 | 12 | 13 | 5 |
| 16 | 17 | 18 | 19 | 20 | 0 |
| 23 | 24 | 25 | 26 | 27 | 4 |
| 30 | 31 | | | | 1 |
| April 2026 | | | | | Student Days |
| M | T | W | Th | F | |
| | | 1 | 2 | 3 | 3 |
| 6 | 7 | 8 | 9 | 10 | 4 |
| 13 | 14 | 15 | 16 | 17 | 4 |
| 20 | 21 | 22 | 23 | 24 | 4 |
| 27 | 28 | 29 | 30 | | 3 |
| May 2026 | | | | | Student Days |
| M | T | W | Th | F | |
| | | | | 1 | 1 |
| 4 | 5 | 6 | 7 | 8 | 4 |
| 11 | 12 | 13 | 14 | 15 | 4 |
| 18 | 19 | 20 | 21 | 22 | 4 |
| 25 | 26 | 27 | 28 | 29 | |

Start & Finish

August 23 - May 30

| | |
|------------------|---|
| Aug. 5th | Registration (7 am to 7 pm) |
| Aug. 13 & 18 | New Staff Workshop |
| Aug. 14,19,20,21 | Professional Development (No School) |
| Aug. 26 | Students 1st Day of School (2 hr early dismissal) |
| Sept 1 | Labor Day (No School) |
| Sept. 15 | Professional Development (No School) |
| Sept. 22-26 | Homecoming |
| Oct. 13 | Professional Development (No School) |
| Oct. 17 | End of 1st Quarter (32 days) |
| Oct. 21 | PT Conferences (2:00 - 8:00) 1:45 Dismissal |
| Oct. 23 | PT Conferences (2:00 - 8:00) 1:45 Dismissal |
| Oct. 24 | No School (PT Comp Day) |
| Nov. 17 | Professional Development (No School) |
| Nov. 26-28 | Thanksgiving Break (No School) |
| Dec. 15 | Professional Development (No School) |
| Dec. 23 | Early Dismissal 2 hrs 1:45 |
| Dec. 24-Jan. 2 | Winter Break (No School) |
| Jan. 5 | Professional Development (No School) |
| Jan. 6 | Classes Resume |
| Jan 9 | End of 2nd Quarter (41 days) |
| Jan 9 | End of 1st Semester (73 days) |
| Jan 26 | Professional Development (No School) |
| Feb. 23 | Professional Development (No School) |
| Mar. 10 | PT Conferences (2:00 - 8:00) 1:45 Dismissal |
| Mar. 12 | PT Conferences (2:00 - 8:00) 1:45 Dismissal |
| Mar. 13 | No School (PT Comp Day) |
| Mar. 16-20 | Spring Break (No School) |
| Mar. 27 | End of 3rd Quarter (41 days) |
| Mar. 30 | Professional Development (No School) |
| Apr. 13 | Professional Development (No School) |
| May 16 | Graduation @ 2:00 pm |
| May 18 | Teacher PD/Work Day |
| May 25 | Memorial Day |
| May 22 | End of 4th Quarter (36 days) |
| May 22 | End of 2nd Semester (77 days) |
| May. 22 | Students' Last Day - Early Dismissal 1:45 |

COMPENSATION AND BENEFITS

Compensation and Licensure

The board will establish salary schedules for licensed employees' positions keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other factors deemed relevant by the board.

Teachers who earn graduate credits may be eligible for Horizontal Lane Changes on the Salary Schedule. The Board approves these changes during each August and September meetings each year. The courses must be pre-approved by the superintendent prior to being eligible for a lane change. In order to be eligible for a Lane Change the Teacher must submit the qualifying documentation to the Business Office prior to board approval. Necessary documentation that may be needed (but is not limited to): Approved Course Approval Forms, Transcripts (when moving to MA - it must be an Official Transcript), Updated Licensure and a Contract Modification Form. The Teacher can contact the business office for more information for what is required for each move.

Extended contracts will be 1/170th of the teaching scale for each day that is worked and added to the contract.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified licensed employees to volunteer for the extra duty. If no licensed employee volunteers for extra duty, the superintendent or designee will assign the extra duty positions to qualified licensed employees. The licensed employee will receive compensation for the extra duty required to be performed.

Teacher's salary is their base salary with bargained increase plus lane increase if earned and then plus the Teacher Salary Supplement. A teacher's base salary is calculated without Teacher Salary Supplement dollars. The Teacher Salary Supplement dollars received by the Murray Community School District are considered flow through funding for the certified staff. This money will be used only to supplement teachers' salaries.

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization, or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at www.boee.iowa.gov/.

The board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the board.

A licensed employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the licensed employee. The board may, in its sole discretion, establish compensation for extra duty licensed employee positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given workweek, the employee shall be compensated at one and one-half times their regular hourly wage rate. This compensation shall be in the form of overtime pay. Overtime will not be permitted without prior authorization of the superintendent.

Group Insurance Benefits

Employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees before the start of the enrollment period. All new employees shall receive group insurance and health benefits information the 1st of the month following employment. For additional information, please contact the business manager.

Iowa Public Employees' Retirement System

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at <https://ipers.org/about>.

Travel Compensation

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at 45.0 cents per mile and must have the travel pre-approved by the superintendent.

EMPLOYEE RELATIONS

Background Checks

Employees are subject to criminal, dependent adult abuse, and child abuse background checks at least every five years. The background check will either be conducted by the school district or another agency.

Conflict of Interest

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject employees to disciplinary action, up to and including termination.

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

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

Employee Orientation

Employees must know their roles and duties. New employees will be provided an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the business manager.

Employee Records

The district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary, an employee's individual contract, or if the employee resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made.

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

Evaluations

Evaluation on their skills, abilities, and competence is an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss the past year's performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competency in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

Grievances

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

Step One

Within 5 days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately discuss the complaint with their immediate supervisor and attempt to find a resolution. The immediate supervisor will respond within 5 days.

Step Two

If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within 25 days after the receipt of the immediate supervisor's Level One response.

The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought.

The immediate supervisor will provide a written answer to the formal complaint within 10 days.

Step Three

If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent within 5 days. The superintendent will provide a written answer to the formal complaint within 10 days. The superintendent's decision will be final.

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to the superintendent within forty-eight (48) hours. Failure to do so shall incur discipline, up to and including termination.

Nepotism

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Probationary Status

The first three years of a newly licensed employee's contract is a probationary period. unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a two-year probationary period.

The probationary period for classified employees is 90 days unless otherwise stated in an employee contract, letter of assignment or applicable collective bargaining agreement.

Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. Public complaints about an employee shall be addressed as detailed in board policy 402.5.

Qualifications, Recruitment and Selections

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on [TeachIowa.gov](https://teach.iowa.gov), the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ employees after receiving recommendations from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The board may employ temporary teachers for a period up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

Transfers

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district.

Involuntary transfers of employees may be made by the district when transfers are necessary for the efficient operation of the district. When determining which employees will be transferred, the district will consider:

- The employee's qualifications
- The educational needs of the district
- The employee's academic background
- The financial needs of the district
- The applicable laws, rules, and regulations, and
- The number of years the employee has worked for the district

Any employee who desires a transfer in grade level, subject(s), or building shall file a written statement with the superintendent or his designee within ten (10) school days of the posting. Such statements shall include the particular grade level, subject(s), or building desired. Any employee whose request is not granted shall renew that request with each new posting.

Work Day

Work Day procedures are used to ensure that students will begin and end their day at a consistent time. Parents rely on consistent school work day procedures when preparing their family schedules.

The school work year for employees will include 170 days of service. The school work year may include one (1) additional day if funded and paid per diem. The school work year shall be in accordance with the board approved calendar, included on page 3.

The Work Day for teachers and associates at Murray Community School is from 7:30 a.m. to 4:00 p.m. Unless otherwise determined by the Superintendent.

Licensed employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must leave the school building during the work day.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes are reported to the superintendent.

On Fridays and on days preceding or vacations, the employee's day shall end at the close of the pupil's day provided the employee's responsibilities have been concluded and students under his/her direction have left the building.

Licensed employee attendance is not required at any building officially closed for inclement weather or emergency situations.

Each full-time teacher will have one class period per day as a preparation period. This time period includes the elementary recess period, when the teacher is not on duty.

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures

Forms related to Business Office procedures are maintained in the office. This includes, but is not limited to expense reimbursements, flex plan forms, health insurance information, payroll forms, and policy manuals.

Employee Use of Phones/Cell Phones

District phones and personal cell phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls, texting and e-mails should be made during sanctioned breaks. District telephones are only for official school business.

In case of an emergency, a message may be received, or telephone call made, but the call should be limited to no more than five minutes.

Employees will not be called to the phone during the workday except in an emergency. Failure to follow this guidelines will result in disciplinary action.

Board Policy 401.12

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations.

Employees violating the policy will be subject to discipline, up to and including discharge.

Child Labor

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit www.iowadivisionoflabor.gov/child-labor.

Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

Discipline

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature of the offense.

Step One – Verbal Warning

The employee and the principal or immediate supervisor shall meet to bring attention to the existing conduct issue. The principal or immediate supervisor shall discuss the nature of the problem and clearly describe company policies and procedures. The principal or immediate supervisor shall document this meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee's personnel file.

Step Two – Written Warning

If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed in an intensive assistance plan.

The principal or immediate supervisor shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee's personnel file.

Step Three – Recommendation for Termination of Employment

If the issue in Step Two is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The principal or immediate supervisor will discuss the appropriate action with the superintendent. The superintendent has the authority to recommend the termination of an employee to the Board.

Professional Development

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by the principal.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the principal. Approval of the principal must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

Religious Holiday Celebrations in Public Schools

Employees should be cognizant of creating an inclusive space for all their students by maintaining a learning environment that is unbiased and objective. Holiday related activities should reflect this learning environment and will be educationally sound and sensitive to religious differences. Employees must not solicit or encourage religious or anti-religious activities/celebrations. Employees should be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Employees must not inhibit students from expressing their religious beliefs or non-beliefs during the school day as long as it is non-disruptive to the instructional day, does not violate student behavior rules, and does not impose religious beliefs on other students. Expressions of belief or nonbelief initiated by individual students is permitted

in composition, art forms, music, speech and debate. However, employees may not require activities which indoctrinate or force students to contradict their personal beliefs or nonbelief.

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver's education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced price meals. Employees cannot charge a student fee for anything without prior consent of the principal.

School Nutrition Program

Murray Community School District operates a lunch and breakfast program. Employees may purchase meals and other items including milk.

School Publicity and Community Relations

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator. Additional information detailing district staff meeting procedures shall be communicated by the building principals.

CONDUCT IN THE WORKPLACE

Fighting

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, up to and including termination.

Fraud/Unlawful Gain

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Board of Educational Examiners' as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

Neglect of Duties

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

Offensive or Abusive Language

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

Performing Unauthorized Work While on Duty

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

Use of School Facilities and Equipment

The 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 only to be used for conducting school district business.

Abuse or misuse of school district or non-district owned property is to be reported immediately to the superintendent. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to disciplinary action.

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Questions about appropriate attire should be addressed to the principal. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Employee Outside Employment

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

Employee Political Activity

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property under the jurisdiction of the board. Such prohibitions include, but are not limited to:

1. Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
2. Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.
3. Using classrooms, buildings or students for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation, or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
4. Using school equipment or materials for the purpose of solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination. Employees may request a leave of absence to run for public office. That provision is detailed in the "Leaves and Absences" section of this handbook.

Ethics – Board of Educational Examiners

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit www.boee.iowa.gov/doc/ethHndot.pdf.

Failure to Complete Reports

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results. Failure to meet the required deadlines may result in disciplinary action.

Gifts

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium.

Insubordination

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

Relationships with Co-Workers

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

Staff Technology Use/Social Networking (Policy 401.13/401.13.R1)

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 e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of 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 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 (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a 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 computer network coordinator.
- 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, may create a text list of students and parents in order to communicate more effectively as long as the texts go to all students and the principal is included in the text address list.

Theft

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

Treatment of Patrons of the District

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons.

Volunteers

The board recognizes the valuable resources it has in the members of the Murray CSD community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

School district employees are encouraged to create professional relationships with students so as to assist with their learning. Employees must not create relationships with students that are 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.

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. 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 school district employees by timely reporting to all relevant agencies as required by law. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

Child Abuse Reporting

The district believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All school employees 18 years of age or older are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa Code 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, failure to supervise, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, allows access to obscene material or child trafficking).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a training course involving the identification and reporting of child or submit evidence they have taken the course within the previous three years. The course will be re-taken at least every three years.

Corporal Punishment, Restraint and Detaining Students

State law forbids school employees from using corporal punishment, mechanical restraint, and/or prone restraint against any student. Certain actions by school employees are not considered corporal punishment. School employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons.

State law also places limits on school employees' abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child's parent.

District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

Non-employees whose duties could require the individual to participate in or be present when physical restraint or seclusion is being used will be invited to join employee training on this subject.

Failure to comply with Chapter 103 training or requirements shall result in discipline, up to and including termination.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by the principal in advance. Once approved by the principal, trips are to be coordinated with the transportation director, food service director, and school nurse.

Individuals with Disabilities Education Act

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at www.idea.ed.gov/. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

Searches of Students and Property

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant. Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination.

Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the principal. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Other Fundraising

Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the superintendent. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact the principal if you have a request for student records.

Give careful thought to what you discuss concerning school matters whether 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 community members to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

Training for Suicide Prevention

Annually, licensed employees will be required to take suicide prevention training.

Training for Adverse Childhood Experiences (ACES) Identification

Annually, licensed employees will be required to take ACES identification training.

Training for Strategies to Mitigate Toxic Stress Response

Annually, licensed employees will be required to take training for the mitigation of toxic stress.

Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements
- The driver possesses a valid drivers' license
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the superintendent.

Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.

HEALTH AND WELL-BEING

Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Anti-Bullying and Anti-Harassment

The Murray Community School District is committed to providing all students, 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 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while 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 conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

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

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Retaliation Prohibited

Retaliation against any person because the person has filed a bullying and harassment complaint or assisted or participated in an investigation is prohibited.

Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any repeated or targeted electronic, written, verbal, or physical act or conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the individual in reasonable fear of harm to the individual's person or property.
 - (2) Has a substantial detrimental effect on the individual's physical or mental health.
 - (3) Has the effect of substantially interfering with the individual's academic or career performance.
 - (4) Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available in the office (Board Policy 104E1). An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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

termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Bloodborne Pathogens

Annually, all employees will be required to take the bloodborne pathogens training.

Communicable Diseases – Employees

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

Employee Injury on the Job

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee’s supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee’s supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee’s family or qualified medical professionals as quickly as possible.

It is the responsibility of the employee injured on the job to inform the business manager within twenty-four hours of the occurrence. If applicable, injured employees will be asked to contact EMC Insurance OnCall Nurse at 844-322-4668. Injured employees will be sent to Clarke County Health and treated at Clarke Co. Hospital, and can be transferred to a different medical facility if needed. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

Murray Community Schools return to work program makes every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to Murray Community Schools. This program applies to all employees with work-related injuries and/or illnesses.

Employee Physical Examination

The district believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion.

The cost of bus driver physicals will be paid by the school district. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

The district will pay for the Tuberculosis test required for our nutrition staff. Contact your health care provider to get the test taken.

Smoke and Tobacco Free Workplace

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking, vaping, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

Substance Free Workplace

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 nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the superintendent. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

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

Other Health and Safety Information

The Board will make reasonable provisions for the safety and health of each employee at the school during the hours of employment, and will provide individual protective equipment as required by law.

It is the policy of the Board to allow appropriately reasonable discipline as a corrective technique to enhance the educational effort of the school district.

No employee shall be required to search for a bomb in case of a bomb threat.

Whenever any legal action is brought against an employee for action(s) resulting from the performance of assigned duties, the Board, through its insurance company, shall provide the employee with defense. The legal defense will be determined by the insurance company.

The school crisis plan will be thoroughly reviewed with the entire staff before the first day of school with the students.

LEAVES AND ABSENCES

Absenteeism

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 a workday. Employees must notify their building principal or supervisor of all times when they will be absent or to submit leave requests. Teachers must contact the building Principal for securing substitute coverage in their absence.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action up to and including termination. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action even if the employee has not yet exhausted available paid leave.

Leave Without Pay

Leave without pay will only be granted in exceptional circumstances. Any leave without pay that is granted for vacations or other reasons not due to illness of immediate family or other reasonable workplace accommodation will result in the deduction of employee's per diem.

Bereavement Leave

A total of 10 paid days of leave per year shall be available to an Employee for the death of immediate family members, relatives, and friends. Employees may use a maximum of 5 days per death upon supervisor approval or a maximum of 10 days for a spouse or child. A maximum of 5 days per year may be used for the death(s) of non-relatives. This leave may be used in half-day increments upon the supervisor's approval. Unlike other leaves, this leave is not subject to being pro-rated. The Employer reserves the right to request documentation of funeral attendance.

An Employee may use personal/emergency leave attached to bereavement leave in which case the restrictions for personal/emergency leave do not apply. This is in addition to the ten days and may be used to extend the five-day maximum

The superintendent may grant additional bereavement days as circumstances warrant. Such action shall not be precedent setting.

Employee Holidays

Full-time classified employees of the School District who work 12 months a year shall be entitled to be absent from work 2 days for New Years, Good Friday, Memorial Day, Independence Day, Labor Day, 2 days for Thanksgiving, and 2 days for Christmas. Each employee will be entitled to a regular work day of pay per holiday.

Full-time classified employees of the School District who work 9 months a year shall be entitled to four paid holidays. The four paid holidays will be Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

Employee Personal Leave

Each employee shall be granted 2 days of personal leave at full pay at the discretion of the employee with supervisor approval. One unused personal day may be carried over to the next school year, resulting in a maximum of three personal days in any contract year. Bus Driver contracts do not include personal leave due to the nature of the hours worked.

Emergency Leave

A paid leave to accommodate extreme situations when other leaves do not apply. A member must give a reason for the request and such leave will be approved or denied by the Superintendent or designee and principal of the building from which the request was made.

Employee Vacation

Full-time (260 day) employees who are granted vacation days based on their time with the District. Full time classified employees are entitled to 10 days of vacation with pay. Accruing 1 day per year after the 5th year of employment with a maximum of 15 days. All vacation schedules shall be subject to the approval of the Supervisor. In order to avoid an inadequate work force at any time throughout the year, employees will be required to schedule vacation days of more than 2 consecutive days, a minimum of 4 weeks in advance. Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district's family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact [insert name and position title] or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at Family and Medical Leave (FMLA) | U.S. Department of Labor ([dol.gov](https://www.dol.gov)).

Jury Duty Leave

Employees will be excused for jury duty. Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district.

The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours. Employees will receive their regular salary. Any payment for jury duty will be paid to the school district.

Military Service Leave

Employees may be called to participate in the armed forces, including the national guard. If an employee is called on to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed. The leave is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Sick Leave

Employees will be granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employee up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new certified employee will report for work at least one full work day prior to receiving sick leave benefits. A new classified employee will receive 1 sick day a month until they reach 10 days the first year of employment. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 100 days for certified staff and a maximum of 90 days for classified staff. Employees may use accrued sick leave for themselves or immediate family members.

Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay at the discretion of Superintendent.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with the board policy 409.3 regarding family and medical leave.

It is agreed by the Murray Board of Education that catastrophes may occur that are beyond an individual's control. Catastrophes are defined as extreme misfortunes due to an illness or death. Therefore, in the event of a catastrophe, employees may donate unused personal days to another employee who has exhausted their own personal and sick leave. The intent of this clause is to prevent a financial burden on the employee who is experiencing the catastrophe.

Political Leave

The board will provide a leave of absence for employees to run for elective public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave. The employee will be entitled to one period of leave to run for the elective public office, and the leave may commence within thirty days of a contested primary, special, or general election and continue until the day following the election. The request for leave must be in writing to the superintendent of schools at least thirty days prior to the starting date of the requested leave.

Unpaid Leave

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the superintendent. Whenever possible, employees will make a written request for unpaid leave 2 days prior to the beginning date of the requested leave.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

SAFETY AND SECURITY

Asbestos Notification

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

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

Building Security

The district is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. All building entrances are to remain closed and locked during school hours. Employees should contact the principal, to report any security/safety hazard(s) or condition(s) they identify.

Drills and Evacuations

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will use the JMC message email/text, the school website, and television stations KCCI, WHO-HD Channel 13, and Fox17 to broadcast a school closing announcement.

Threats of Violence

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

Visitors/Guests

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

Weapons

The district believes weapons and other dangerous objects 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.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least twenty-one days notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

Resignation – Licensed Employees at Year End

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be presented to the board.

Resignation – Classified Employees

The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract; therefore, personnel will be released from their contracts at any time that a suitable replacement can be secured.

Reduction in Force

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

The reduction in employees, other than administrators, will be done through normal attrition if possible.

If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The criteria for reduction in force shall be as follows:

1. Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
2. Relative skills, ability, and demonstrated performance; and

3. Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.

Due process for terminations due to a reduction in force will be followed.

Appendix

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Murray Community School District's Employee Handbook available at www.Murraycsd.org. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the building principal or superintendent with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the district and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE

Teacher Salary Schedule

MURRAY COMMUNITY SCHOOL DISTRICT 2025-26 BASE SALARY SCHEDULE 12 YEARS OR LESS ADOPTED 04.16.25

| STEPS | <u>BA</u> | <u>BA+15</u> | <u>MA</u> | <u>MA+15</u> | <u>MA+30</u> |
|----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| BASE SALARY* | \$39,465 | \$39,465 | \$39,465 | \$39,465 | \$39,465 |
| LANE/EDUCATION INCREASE*** | \$0 | \$1,500 | \$3,000 | \$4,500 | \$6,000 |
| TSS SALARY**** | \$10,535 | \$10,535 | \$10,535 | \$10,535 | \$10,535 |
| NEW TEACHER PAY | <u>\$50,000</u> | <u>\$51,500</u> | <u>\$53,000</u> | <u>\$54,500</u> | <u>\$56,000</u> |

Annual Increase Per FTE \$0

MURRAY COMMUNITY SCHOOL DISTRICT 2025-26 BASE SALARY SCHEDULE GREATER THAN 12 YEARS ADOPTED 04.16.25

| STEPS | <u>BA</u> | <u>BA+15</u> | <u>MA</u> | <u>MA+15</u> | <u>MA+30</u> |
|----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| BASE SALARY** | \$51,465 | \$51,465 | \$51,465 | \$51,465 | \$51,465 |
| LANE/EDUCATION INCREASE*** | \$0 | \$1,500 | \$3,000 | \$4,500 | \$6,000 |
| TSS SALARY**** | \$10,535 | \$10,535 | \$10,535 | \$10,535 | \$10,535 |
| NEW TEACHER PAY | <u>\$62,000</u> | <u>\$63,500</u> | <u>\$65,000</u> | <u>\$66,500</u> | <u>\$68,000</u> |

Annual Increase Per FTE \$0