



# EMPLOYMENT INFORMATION

# **HANDBOOK**

## FOR ALL SUBSTITUTES



Becoming the Model for **Urban Education**

[www.dmschools.org](http://www.dmschools.org)

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## WELCOME

Des Moines Public Schools welcomes you to the 2020-2021 school year. We are living in an unprecedented time during the COVID-19 pandemic, and certainly this year will present new challenges. From students arriving in the fall having not completed the grade-level expectations last spring despite our best efforts to provide internet and computer access and distance learning resources, to issues of social distancing, mask-wearing and hygiene, this year will stretch us in ways we never thought possible just one year ago.

However, DMPS employees are no strangers to unique challenges and we will not wilt before this one. Together, we will find inspiration in our students and ways to support one another that will create space for our work to be rewarding and fulfilling.

We are thankful that you have chosen to share your talents, skills, knowledge, wisdom, and abilities with the students of DMPS and with your colleagues. Your contribution is needed.

Although this school year brings more than its fair share of uphill battles, each year also brings forth a multitude of special rewards. This year will be no different in that regard. When then U.S. Secretary of Education Arne Duncan visited DMPS a handful of years ago, he said we were “becoming a model for urban education in the United States.” The words rang so true, we made it our vision statement. This year we will lead the way again. As we navigate this new terrain together, we will use our skills, wisdom and fortitude to make this school year a success for each of our 33,000 students.

We hope you will find this Employment Handbook helpful regarding employment expectations, and the policies, practices, procedures, and overall philosophy of DMPS. We encourage you to have discussions with your supervisors if you have any questions regarding the contents of this Employee Handbook.

We hope your employment with Des Moines Public Schools will be a long, fulfilling, and rewarding experience. We look forward to working together to meet the needs of our students and support you in our most important mission – educating the future of Iowa.

Sincerely,

A handwritten signature in cursive script, appearing to read "Thomas M. Ahart".

Thomas M. Ahart  
Superintendent  
2100 Fleur Drive  
Des Moines, IA 50321-1158  
(515) 242-7766

A handwritten signature in cursive script, appearing to read "Susan Tallman".

Susan Tallman  
Chief of Human Resources  
2100 Fleur Drive  
Des Moines, IA 50321-1158  
(515) 242-7709

## Preface

This Employee Handbook is prepared for informational purposes. It does not constitute a contract of employment between the Des Moines Public School District (hereinafter the District) and its employees, and it should not be construed as such. The Employment Handbook is a resource that helps inform employees of expectations and available services. By thoroughly reading this resource and any applicable contract and/or [Comprehensive Agreement](#), employees will be informed of benefits and opportunities as well as of potential consequences of failure to meet the expectations of the District.

The policies contained in the Employment Handbook may be changed or amended at any time with or without notice for many employees. For other employees, agreements for specified time periods may be entered into only with the recommendation and approval of the Superintendent, the Chief Human Resources Officer or the Chief Financial Officer. It is the employee's responsibility to refer to the [DMPS website](#) for updated policies.

Employees are required to review this Employee Handbook annually and to certify that they understand their responsibility to comply with District policies, practices, work rules and employee conduct. Violations of this responsibility may constitute cause for disciplinary action up to and including termination of employment.

**New or updated content for 2020-2021** that is pertinent for employees / supervisors to be informed and aware of are **highlighted** for reference.

**Federal and State law and District policy prohibit discrimination** on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. **These protections apply to applicants for employment as well as employees.** The District has a [grievance procedure](#) for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact [Jake Cummings](#), Equity and Inclusion Program Manager and Title IX Coordinator, 2100 Fleur Drive, 515-242-7709, [Jacob.Cummings@dmschools.org](mailto:Jacob.Cummings@dmschools.org).

## Administrative Offices

The following is the **main** office address for administrative and support staff of the Des Moines Independent Community School District.

Des Moines Public Schools  
2100 Fleur Drive  
Des Moines, Iowa 50321-1158  
515-242-7709

Office hours are 8:00a.m. to 4:30p.m. Offices are closed on Saturday and Sunday except by appointment. You may also reach any employee by their e-mail: [first.last@dmschools.org](mailto:first.last@dmschools.org).

All forms referenced in the Employment Handbook can be accessed through [@DMPS Resource Center](#) or on [www.dmschools.org](http://www.dmschools.org).



**SUBSTITUTE RATES  
2020-2021**

Substitute Teachers		
• Daily Rate	\$150 per day	(no benefits)
• After 10 consecutive days in an assignment	\$180 per day	(no benefits)

Substitute Nurses		
• RN	\$150 per day	(no benefits)
• After 10 consecutive days in an assignment	\$180 per day	(no benefits)

Substitute Associates: Special Ed		
• Daily Rate	\$100 per day	(no benefits)
• After 10 consecutive school days in the same assignment (Substitute Associates will be paid retro starting on the 11 <sup>th</sup> day of their assignment.)	\$105 per day	(no benefits)

Substitute Associates: Severe/Profound (Ruby Van Meter)		
• Daily Rate	\$105 per day	(no benefits)
• After 10 consecutive school days in the same assignment (Substitute Associates will be paid retro starting on the 11 <sup>th</sup> day of their assignment.)	\$110 per day	(no benefits)

Substitute Clerical / Executive Secretaries * (Sub pool would include sub associates, teachers, or retirees)	\$110 per day	(no benefits)
• After 10 consecutive days in an assignment	\$115 per day	(no benefits)
Substitute Sign Language Interpreters	\$200 per day	(no benefits)
• After 10 consecutive days in an assignment	\$205 per day	(no benefits)
Substitute Campus Monitors *	\$110 per day	(no benefits)
Substitute Administrators * **Sub Administrators will be paid daily by the appropriate rate	\$XX per day	(no benefits)
**Other Sub or Temp Roles not listed here check with HR/Sub Center prior to accepting a rate & an assignment.	Hourly rate is determined upon job description, subsequent job title and rate if falls within the Band Structure.	

## BEFORE YOU BEGIN Requirements

In order to substitute for Des Moines Public Schools, the following primary requirements, must be fulfilled:

1. Submit an application online on Applitrack (see: *Important Resources*).
2. Submit both a Federal and an Iowa W-4 form.
3. Submit an Employment Eligibility Verification form (I-9), and a criminal background check.
4. Submit a copy of your current Iowa teaching license or sub-authorization certificate along with a copy of your transcripts.
5. Provide a (informal or formal) copy of your undergraduate transcript (*substitute teachers only*).
6. If you are a substitute nurse, submit a copy of your current Iowa nursing license.
7. Substitute nurses must also complete a two hour orientation program conducted by the Supervisor of Nursing prior to first assignment.
8. Provide a current Mandatory Reporter for Child and Adult Dependent care abuse (two separate certificates). Certification obtained via online training facilitated by Heartland AEA or DHS (see: *Important Resources*) (*substitute teachers only*).

### Important Resources

Telephone Numbers	
<b>Automated Calling (Absence Management)</b>	800-942-3767
<b>Board of Licensure</b>	515-281-6792
<b>Substitute Center</b>	515-242-8100
<b>Human Resources</b>	515-242-7736
<b>Payroll</b>	515-242-7747

Web Sites	
<b>Applitrack (Assignment Postings)</b>	<a href="http://applitrack.com/dmschools/onlineapp" style="color: blue; text-decoration: underline;">applitrack.com/dmschools/onlineapp</a>
<b>Applitrack (Login)</b>	<a href="http://applitrack.com/dmschools" style="color: blue; text-decoration: underline;">applitrack.com/dmschools</a>
<b>Department of Human Services (Report of Suspected Child Abuse Form)</b>	<a href="http://dhs.state.ia.us/DHSForms.html" style="color: blue; text-decoration: underline;">dhs.state.ia.us/DHSForms.html</a>
<b>Des Moines Public Schools</b>	<a href="http://dmschools.org" style="color: blue; text-decoration: underline;">dmschools.org</a>
<b>Heartland AEA (Professional Development Online Learning System)</b>	<a href="http://training2.aea11.k12.ia.us" style="color: blue; text-decoration: underline;">training2.aea11.k12.ia.us</a>
<b>Iowa BOEE</b>	<a href="http://www.boee.iowa.gov" style="color: blue; text-decoration: underline;">www.boee.iowa.gov</a>

## Registering with Absence Management

Once you have been hired as a substitute with Des Moines Public Schools and have completed all of your paperwork, you will receive a telephone call or email from the Substitute Center to schedule a new hire orientation time. During the orientation, you will set up your district email, receive your employee I.D. number, log into Employee Online, and finally be instructed on how to register with Absence Management, our automated sub system.

To register, do the following:

1. Access your District Email which you've set-up and activated to retrieve the Absence Management New User Invitation email.
2. Enter a user I.D. & password of your own choosing when registering your account for the first time.
3. Enter your online account and explore the primary features: Available Jobs, Past Jobs, Jobs to Date, and Time-Off Requests.
4. Be sure to review your profile settings which include schools for which you are available to sub & call-times for opportunities.
5. If you are currently registered with any of the surrounding districts, Des Moines Public Schools uses the same web-based program and you'll have the opportunity to merge your multiple accounts (districts).

Please note: the Automated Calling System feature can be set up specific to your profile and availability information. A unique PIN to use the phone system will be assigned to you and you will receive the information via email. The Absence Management automated number is (800) 942-3767. If you're registered online you may turn-off the calling feature at any time or modify your available hours for calls. .

## Photo Security I.D. Badges

Des Moines Public Schools strives for safety; we require that all levels of staff display their security badges at all times. Badges can be made weekdays 8 a.m. 4:00 p.m.at:

### Office of Human Resources

- 2100 Fleur Drive, Des Moines, Iowa, 50321

The cost to replace a lost or destroyed badge is \$20.00 for a card reader badge (which allows building access).

## Email

It is the responsibility of all employees to regularly check and respond to their Des Moines Public Schools email on a daily basis within the scheduled work week. This is the district expectation barring any emergency or unforeseen circumstances. If you need assistance, contact the Help Desk at 242-8161.

## PREPARING YOURSELF

### Requirements

- Report your unavailability by going online to Absence Management or through its AC-System.

- Listen to the “Special Message” category when using the Automated Calling System or Absence Management. This feature may give you pertinent or helpful information regarding the assignment (i.e. lesson plans, seating chart, field trip information, etc.).
- Write down the name of the District employee you are substituting for and the confirmation number of the job/sub order.
- Sign in at the office of your assigned building with the registrar, secretary, office manager, or clerk. After you have signed in, you will be given your classroom keys, lesson plans, etc.
- Know your building’s emergency procedures, and any specific classroom rules you would need.
- Follow suggested lesson plans, even when they are in conflict with your own philosophy.
- Know the Des Moines Public Schools discipline plan. Corporal punishment is a violation of district policy.
- Know and comply with the HIPPA policy, do not share health information.
- Keep your hands off of students, even if you are re-directing them.
- Send all students with major or minor injuries to the school nurse. If an incident resulting in an injury occurs, keep an accurate account of it. Do not wait until the end of the day to report an injury or accident.
- Sign out at the office at the end of day. Do not release yourself for the day early or otherwise. When in doubt, contact the sub center.
- Complete all paperwork your assigned school has for you, ask for help if you need it.
- Leave the teacher a good, clean set of notes.
- Place all items as you found them and leave everything in good working order.

### **Unacceptable Practices**

- Use of your cell phone in the classroom.
- The Family Educational Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of student education records and personally identifiable information. Employees must refrain from taking photographs, audio or videos of students without the written, informed consent of the student’s parent or legal guardian. Violation of this policy may be subject to disciplinary action up to and including termination.
- We DO NOT repeat any medical info regarding students or staff (HIPPA rules/guidelines).
- Leaving the classroom when students are present without permission or proper coverage.
- Use of Des Moines Public Schools computers for personal use.
- Asking to leave early.
- Inappropriate relations/engagements with students.
- Discussing your personal relationships or situations with students.
- Getting involved in personal discussions.
- We DO NOT put our hands on any student.
- Transporting students in your own vehicle.
- Allowing students to leave during the school day without administrative permission.
- Administering medications to students.
- Criticizing the school or the teacher. Do not gossip about one school while at another.

**Please refer to page 25 “EMPLOYEE CONDUCT” for further offenses that can result in disciplinary action and or immediate discharge**

### **Best Practices**

- Be proactive with Absence Management; either on-line or its AC-System.
- Fill your schedule ahead of time. You can access the automated calling system and Absence Management at any time to accept future assignments and review your schedule.
- Keep your transportation and childcare schedules flexible.
- Always greet students and staff.
- Begin classes on time.
- Dismiss students on time.
- Balance your decisions with an equal amount of firmness and understanding.

- Use humor appropriately.
- Handle problems calmly.
- Complete other duties as required.
- Prepare for the unexpected—the classroom can be a spontaneous environment.
- Be as helpful as possible. Show your willingness to serve the school and students (i.e. take your turn at lunchroom duty, playground supervision, etc.).
- Teach as well as you know how. Give students a day that is of educational value.
- When you know an assignment is going to last more than one day, converse with the teacher for better continuity with the curriculum and the students. Prepare the room for subsequent days and grade students' schoolwork.

### **Assignment Frequency**

Limiting oneself to a certain geographical area or specific school may reduce the number of assignments you receive. In general, if you are willing to teach at whatever level we have available, you will work more than those who limit themselves to a specific location or subject. Additionally, if you are substituting with the hope of becoming a contracted teacher, demonstrating your openness to take various assignments showcases your versatility and commitment to students, though doing so does not guarantee a position.

For the purpose of training and orientation, new substitute teachers to the District will be required to take a substitute associate position for their first five full days. Those five days will be at associate pay and will need to be at least at three different buildings before substitute teaching. \*\*\*Exceptions: substitute teachers who have retired/resigned from a teacher contract within the last three years.\*\*\*

Substitutes are considered temporary employees and will continue that status from year to year without applying each year. Substitutes are not contracted staff. They do not receive unemployment compensation during regular school recesses (i.e. summer break, winter break, spring break, etc.).  
*Refer to IAC 871 – 24.52*

### **Substitute Training for Physically Unsafe Situations**

If the substitute experiences the following behaviors, he or she would call the office immediately. Once the call is made, a message will be sent out on the radio requesting assistance. A support team member will go to the room (support teacher, strategist, or administrators) to provide assistance as necessary.

- Student throwing or knocking over objects (computers, chairs, desks, etc.).
- Aggressive behavior towards students or staff (includes yelling, cursing, continual disruption, stance, motions etc.).
- Eloping (running out of the classroom, building or playground).
- Any instance where another student or staff member could get hurt.



## CRISIS SUPPORT PROTOCOL

Student and Staff safety are of the utmost priority at Des Moines Public Schools. It is important if a situation arises, when a staff member needs assistance de-escalating a behavioral situation, in which there is a perceived physical threat, and/or a student poses a danger to him/herself or others that:

1. All staff know strategies to maintain a safe environment
2. All staff know how to access support
3. Support is readily available

School-wide routines, crisis training and planning, good communication, and quick reference materials are a few essential tools in ensuring that staff know how to obtain support, and that support is readily available. The following guidelines are posted in all buildings near the telephone to ensure quick access to support as well as strategies for de-escalation and personal safety.

### How to Access Crisis Support

#### Y **Crisis- Student Behavior With The Potential to Harm Self or Others\***

Call \_\_\_\_\_ at extension \_\_\_\_\_.

If no answer call \_\_\_\_\_ at extension \_\_\_\_\_.

- Tell the person you need a staff member for crisis support in room \_\_\_\_\_.

#### Y **While Waiting for Assistance**

- Use a quiet, calm voice
- If you have to move, use slow movements and give the child space
- If possible, remove the stressor to the child
- Provide clear guidelines for the child, offering an alternative action
- If necessary, send the other students to room \_\_\_\_\_
- If the child has a behavior plan, follow it
- Use basic behavior principles to keep yourself safe -block and move
- Document the student's behavior if possible

\*In the case an imminent danger that puts you or others at immediate serious risk of death or serious physical harm with no other reasonable resources, call 911.

## **OBTAINING ASSIGNMENTS**

### **Absence Management**

Absence Management is a web-based application integrated with the Automated Calling System. It automates the processes of absence entry, substitute searches, and filling assignments. It automatically prioritizes, assigns, and dispatches the best substitutes for assignments. (If a substitute is selected as the best substitute for an assignment and he/she declines, Absence Management repeats the process for the next selected substitute.) Additionally, it tracks the status of assignments through completion for record-keeping and management reports.

Absence Management selects substitutes to fill absences and places calls to selected substitutes during call-out times. As a substitute, you can also call the Automated Calling System or utilize Absence Management to search for available assignments on your own. Both applications can be accessed 24 hours a day, 7 days a week by administrators, staff, and substitutes. Additionally, the Substitute module on Absence Management allows you access to information for assignments and enables you to make changes to your profile and your assignments.

**Internet Security:** Your security is important. Security certificates ensure the data is encrypted over the internet as denoted by the URL showing “https” in your browser’s address window.

### **Reporting for Assignments**

The Automated Calling System and Absence Management provide assignment start and end times. You are to remain at school for the duration of your assignment and are not to travel off the premises without permission from your school’s building administrator. At the end of the day, the building administrator will release you from your assignment. On district “early out” days, you need to check with the main office for additional duties or training. You are required to work until your end time in Absence Management. Failure to follow this policy could result in action up to and including termination.

### **Cancelling Assignments**

In the case that an assignment gets cancelled, email notification is immediately sent. In addition, the Automated Calling System will call to notify you of the cancellation. So, even if you have already obtained an assignment, do not ignore calls from the automated system, for it may be notifying you of a cancellation.

### **Termination**

The Substitute Center receives feedback (both positive and negative) on your performance as a substitute. If any complaints are received, an HR Director for classified staff or designee will be notified and the complaints will be reviewed. Action up to and including the end of temporary employment could result.

Notify the Substitute Center if you will not be able to work for any extended period of time (If you have not worked at least once a semester or we have no contact from you, you may be removed from the substitute pool.) If this should occur and you want to return, you will need to contact Human Resources and restart the application process.

## **Series 400**

### **Code 402**

#### **HARASSMENT AND DISCRIMINATION**

##### **Title: Non-Discrimination, Affirmative Action and Equal Employment Opportunity**

It is the policy of the Des Moines Public School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator:

Jacob Cummings,

2100 Fleur Drive

Des Moines, Iowa 50321

(515) 242-7709

[jacob.cummings@dmschools.org](mailto:jacob.cummings@dmschools.org)

The district will provide a non-discriminatory work environment for all employees regardless of their age, race, creed, color, gender, marital status, national origin, religion, sexual orientation, gender identity, or disability. Discriminatory harassment is defined as unwelcome verbal or physical conduct relating to age, race, creed, color, marital status, national origin, religion, disability or sexual orientation when made by any member of the school staff to a student, when made by any member of the staff to another staff member, when made by a student to a staff member or when made by any student to another student when:

- a. Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education, or when:
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Inquiries related to discrimination may be directed to Jacob Cummings Equity Coordinator, 2100 Fleur Drive, Des Moines, Iowa 50321, (515) 242-7709. Complaints can also be directed to the Director of the Iowa Civil Rights Commission; to the Director, United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin; or to the Region VII Office for Civil Rights within the United States Department of Education, in Chicago, IL.

*Administrative Procedures: Code 402.1*

*Adopted August 7, 1990; revised February 4, 1992; revised January 9, 2006; April 2013*

*Last review 2012-2013*

**Series 400**  
**Code 406**

**Title: Hostile Work Environment**

In order for the district to accomplish its mission and goals, it is necessary that positive, respectful and productive human relationships be maintained among people employed by, representing and receiving service from the district. Any person who purposefully and without legitimate purpose engages in conduct that creates an intimidating, hostile, or demeaning work environment will be in violation of this policy related to hostile work environment harassment. Such conduct will be a violation of this policy if it is severe, persistent or pervasive and unreasonably interferes with an individuals' professional performance.

"Severe" conduct is conduct which inflicts physical discomfort, hardship, pain, or distress. Examples of behaviors that would be considered severe include, but are not limited to, the following:

- Aggressive and unwelcome physical contact
- Abrupt, physically confrontational behavior which implies imminent danger
- Overly hostile, injurious, or destructive behavior
- Verbal threats or physical harm
- Acts of retaliation against a staff member for filing a complaint or offering testimony during and investigative process

"Persistent" conduct is conduct which is continuous or has existed for a long or longer than usual period of time without sufficient change in function. The following conduct, if persistent, could constitute a hostile work environment harassment:

- Raising one's voice above conversational tones in anger, frustration, rage or with the intent of intimidating the listener
- Directing profane and/or abusive language at others, including name-calling and/or personal, direct and intentional insults
- Mocking, taunting or ridiculing others

Pervasive conduct is conduct which occurs frequently and without sanction in the work environment because it has become an accepted part of the culture of the environment.

Conduct that humiliates, intimidates, excludes, bullies, frightens and or isolates another and is sufficiently severe, persistent and/or pervasive is a violation of this policy.

Inquiries related to hostile work environment harassment or how to file a complaint may be directed to the Human Resources the Substitute Center Supervisor, Nicole Wichman, 2100 Fleur Drive; Des Moines, Iowa, 50321; (515) 242-8100.

*Adopted January 9, 2007*  
*Last review: 2012-2013*

**Series 400**  
**Code 407**  
**Title: Sexual Harassment**

The district is committed to maintaining a learning a working environment free of any form of sexual harassment or intimidation toward personnel and students on school grounds, on school time, at a school-sponsored activity or in a school-related context.

Sexual harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the staff to another staff member, when made by a student to a staff member or when made by any student to another student when:

- a. Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education, or when:
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment

Administrative procedures shall be developed to process sexual harassment complaints filed by employees, parents or guardians, students and volunteers.

Inquiries related to sexual harassment when an employee is the alleged harasser, including how to file a complaint, may be directed to Jacob Cummings, Equity Coordinator, 2100 Fleur Drive; Des Moines, Iowa, 50321; (515) 242-7709. Complaints can also be directed to the Director of the Iowa Civil Rights Commission; to the Director, United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin; or to the Region VII Office for Civil Rights within the United States Department of Education, in Chicago, IL.

*Administrative Procedures: Code 407*  
*Revised February 19, 1991; July 12, 1994; January 9, 2007*  
*Last review: 2012-2013*

## **Non-Discrimination, Hostile Work Environment, and Bullying Complaint Procedure**

This complaint procedure has been developed to handle complaints of discrimination, harassment, or sexual harassment. Employees, applicants for employment, parents, students, and volunteers can file a complaint.

Briefly, the complaint procedure includes the following steps:

1. Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant's principal or immediate supervisor, the Complainant may contact the person's immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
2. If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the district Equity Coordinator based on the allegation. Formal complaints should be filed by the Complainant within 180 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
3. Complaints must be filed using the electronic complaint form at <https://fs8.formsite.com/DMPSchools/form295/index.html> Assistance in filling out the forms can be provided by a supervisor or by calling the Equity Coordinator, Jacob Cummings at (515) 242- 7709. The Equity Coordinator will determine who will be the appropriate investigator.
4. Within 10 working days, the appropriate investigator will begin the investigations. Investigations involving a hostile work environment, will be handled by the appropriate supervisor of that area. Investigations involving bullying or harassment of a student will be handled by the Office of School Culture and Climate, investigations involving discrimination or sexual harassment will be handled by the district Equity Coordinator. Investigations involving Section 504 will be handled by the Section 504 coordinator.
5. An investigation will include taking a written statement from the Complainant, the Respondent(s) names in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interview and subsequent meetings.
6. Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicated the District's policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.
7. The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complain investigation may be subject to disciplinary action.

8. In the event the investigator find:
  - a. No violation of District policy, the finding will be shared by the investigator with the Complainant and the Respondent.
  - b. A violation of the District's policies or no violation of the District's policies but other inappropriate behavior on the part of the Respondent, the findings will be reviewed:
    - i. By the investigator with the Complainant and the Respondent; and
    - ii. By the investigator and Respondent's principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resource Management/ The Human Resources representative will inform the Respondent of any decision regarding disciplinary action.
9. If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee's file or the student's file. All other information regarding the case will be kept in confidential files. Any disciplinary consequences will be kept confidential.
10. The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.
11. The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten (10) days of receipt of the final investigative report, either side files a written appeal to the Superintendent setting out the reason(s) why they believe the decision should not stand.
12. In the event of an appeal, the Superintendent / designee shall review the written record and may meet with the appealing party. The Superintendent / designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, confirm the decision in writing to the appealing party.
13. Except in the event of a termination of a certified employee, the Superintendent's/ designee's decision shall be final.
14. A parent or guardian who disagrees with the schools district's decision regarding a student's identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Shelly Bosovich, 504 Coordinator, 2100 Fleur Drive; Des Moines, IA or call (515) 242-7714 to make arrangements.
15. The District encourages individuals to use the internal complaint procedure. However, the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

## NEPOTISM

### Series 400 Code 402.3

The school district may employ more than one family member. Assignment of members of one family to the same building shall be avoided, if possible.

No person shall directly supervise a member of his or her immediate family. Immediate family includes spouse, children, siblings, parents, step-children or in-laws. Exceptions to this policy must be approved in writing by the Superintendent. In no case shall an employee evaluate an immediate family member.

As with all employees, no employee's family member shall be given preferential treatment unrelated to that person's qualifications, credentials and record.

*Legal reference: Iowa Code Chapter 71  
Adopted August 16, 1994; Revised: January 10, 2003  
Last Review: 2012-2013*

Administrators, specialists, and others in a position to influence hiring decisions are prohibited from hiring directly or indirectly, or through a subordinate, member(s) of their immediate family (spouse, children, siblings, parents, step-children, or in-laws).

Family members can, and do work within the District. However, direct or indirect supervision will be avoided if at all possible. When a potential circumstance arises it must be submitted to the Chief Human Resources Officer and receive final approval in writing by the Superintendent. This policy applies to full-time, part-time, temporary, casual, and intermittent positions as well as private contractors not subject to bidding procedures.

Failure by an employee to disclose a familial relationship of a candidate during the hiring process is grounds for disciplinary action, up to and including discharge.

#### **District Employees as Independent Contractors**

Employees of the District cannot also serve as an independent contractor for the District, paid through purchase order or check request in the same tax year. Individuals cannot be paid as both an employee and as an independent contractor.

Determination must be made regarding the need to have a signed contract. Only the Board of Directors has the authority to sign a contract on behalf of the District. In many cases, scope of work agreement is sufficient.

In order to be paid as an independent contractor, appropriate tax forms must be on file in the Business and Finance Office.

## **HIRING STAFF**

Part-time, casual, or temporary hiring practices are the same as those for full-time or regular positions. All hiring must be authorized through Human Resources. This includes filing an existing vacant position or a new position approved by the Superintendent or his/her designee. New positions will be advertised, interviews held, and the best qualified candidate selected. The same practice will be followed when selecting individuals for grants. Human Resources sets the salaries for all positions, including those paid for by grants.

The Chief Human Resources Officer may authorize temporary emergency hiring, either through a temporary agency or direct hiring.

The offer of a job or a promise of a job without authorization from a Human Resources administrator is prohibited.

## POSSESSION OF WEAPONS BY EMPLOYEES

### Series 400 Code 419

The district is committed to maintaining a safe teaching and learning environment. The presence of weapons in the schools is prohibited. The possession of weapons by employees is prohibited on school grounds or at school-sponsored or school-related activities. For purposes of this policy, a “weapon” is anything which is designed for use in inflicting injury upon a human being or animal and which is capable of inflicting injury when used in manner for which it was designed. Additionally, anything which is actually used in such a way as to indicate that the individual intends to inflict injury upon another and which is capable of inflicting injury will also be considered a weapon. Weapons include but are not limited to knives of all types, guns, firearms, nun chucks, throwing stars, metal knuckles, black jacks, fireworks, explosives or other chemicals, or simulated weapons.

Employees found to be in violation of this policy will be subject to discipline up to and including termination.

## PROBLEM-SOLVING PROCEDURE FOR VIOLATIONS OF EMPLOYMENT HANDBOOK

### Definition

A complaint is a claim by an employee that one of the specific provisions of this *Employment Information Handbook* or any District policy has been violated.

### Procedure

**Step 1:** A complaint should be presented orally to the immediate supervisor within ten working days of the alleged violation for the purpose of resolving the matter informally.

If the complaint is about the supervisor see their supervisor. The supervisor shall render a written decision within ten working days after receiving the complaint.

**Step 2:** If the employee is not satisfied with the decision at Step 1, an appeal may be forwarded within ten working days to the Chief Human Resources Officer. The Chief Human Resources Officer may conduct a conference with the complainant and issue a written decision regarding the complaint within ten working days following the conference.

### Personnel Investigations

In the event that a District employee is asked to participate in an on-going investigation of alleged wrongdoing by another employee or a student, the employee must cooperate with the District investigator(s). Failure to do so may result in disciplinary action, up to and including termination.

*If you are an employee who is covered under a Comprehensive Agreement and you have a complaint that a provision of the Comprehensive Agreement has been violated, please refer to the “Grievance Procedures” section of the Comprehensive Agreement*

## ANIT-BULLYING AND ANTI-HARASSMENT

### Series 500 Code 524

**Nondiscrimination.** No student in the Des Moines Independent Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the district shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

**Harassment and Bullying Prohibited.** Harassment and bullying of students is against federal and state law, and against the policy of the District. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity or at any school sponsored function. The District prohibits harassment or bullying based on the students actual or perceived trait or characteristic, including but not limited to the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status.

Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.

**Harassment and Bullying Defined.** Any communication toward a student including electronic (such as emails or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the District services, activities, or privileges.

Examples of prohibited behavior may include but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- implied or explicit threats concerning grades, awards, property or opportunities;
- requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

**Sexual Harassment Defined.** The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or

communications of a sexual nature as defined by this policy. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to the following:

- requests or pressure for sexual activity
- unwelcome touching
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature, repeated remarks to or about a person with sexual or demeaning implications

(Note: any sexual overtures made by a staff member to a student whether welcome or unwelcome, shall be grounds for discipline, including termination. See Administrative Procedures for Board Policy Manual Series 400, Code 407.)

**Complaint Procedures:** Any person alleging a violation of this policy may file a complaint using the Complaint Procedures of Series 400, Code 407 which is also described in the Employee Handbook. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal or to the District Compliance Officer/Title IX Coordinator at 242-7837. The complainant may bypass any step of the complaint procedure where the person against whom the complaint is to be lodged is the alleged perpetrator. Series 400, Code 407 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

The complainant may be required to complete a written form and to turn over copies of evidence of discrimination, harassment or bullying including, but not limited to, letters, emails, tapes, signs and pictures. The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

**No Retaliation.** No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to an including suspension, expulsion, or termination of employment.

**Corrective Action.** The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of this policy.

**Notification.** Notice of this policy shall be communicated to staff, students, and parents of the District and to the District Community. It shall be included in handbooks including those for students, staff and volunteers, on the District's website, and shall be published in any such manner as deemed appropriate.

**Training.** The District shall educate staff, parents, and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of this policy and education programs and shall make reports as required.

**Other Agencies.** Students, parents, and employees may also contact the Iowa Civil Rights Commission, the Des Moines Human Rights Commission, and the Region VII Office for Civil Rights within the United States Department of Education, in Kansas City, Missouri, or the United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin for assistance.

*Revised: August 21, 2007*

*Legal References:*

*Iowa Code Sections 216.9, 280.3, (2007)*

*281 I.A.C. 12.3(6)*

*Title IX of the Education Amendments of 1972, 42 U.S.C. 2000c et seq.*

*Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq*

*Rehabilitation Act of 1973, 29 U.S.C. 794*

## BENEFITS

Substitute Teachers and Substitute Associates are not eligible for Healthcare Benefits upon hire through Des Moines Public Schools. Future eligibility will be determined on an annual basis in accordance with the requirements of the Affordable Care Act. Eligibility is predicated on working a specific number of hours each week during a period of one year. The consideration period is from April 1<sup>st</sup> through May 30<sup>th</sup> of the following year.

We also offer the following services and discounts.

- You can download the latest version of Microsoft Office for FREE on up to 5 devices.
- Discounts with both Verizon and Sprint Cellular services.
- Access to Adobe Creative Cloud for a low price.
- All of the above are located at the following link: [Discount](#)

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

The DMPS Employee Assistance Program (EAP) is offered through Magellan HealthCare. Our EAP provides a confidential resource for you to consult with about a variety of life's difficulties such as relationship concerns, substance abuse, grief and loss as well as emotional health issues such as depression and anxiety. The professional EAP counselors can discuss with you the nature of your concerns and provide guidance and direction in alleviating those concerns. A variety of appointment times and convenient locations are available to best meet your needs and **the first three sessions are free.**

The EAP is a valuable resource that you and your eligible family/household members can contact for a variety of services designed to help you be your best at home and work. All inquiries made through the EAP are confidential, free and are part of your benefits package. If any additional costs are incurred for services beyond the free sessions offered by the EAP, those costs may be eligible for payment under the behavioral health provisions of your medical benefits plan.

In addition to confidential counseling services the Magellan EAP provides work/life referrals for a variety of issues including: Childcare providers, Elder care options, Adoption resources, Tutors, Senior housing, Pet care, College planning, Home repair services and Travel planning.

The Magellan EAP plan also can provide help with Legal/Financial concerns through: a free 60 minute phone consult with a professional with legal and or financial expertise, referrals to legal financial professionals for in-person services, plus discounted rates for ongoing assistance and online access to education resources, tools and downloadable documents.

The Magellan EAP is offered 24/7 and is completely confidential. You can access them via phone or website.

Phone: (800) 356-7089 / Website: [Magellan Healthcare Behavioral Health Members](#)

## OFFICE OF HUMAN RESOURCES CONDITIONS OF EMPLOYMENT

### Appropriate Apparel

Any employee who deals with the public should ensure that he or she is appropriately dressed for the occasion. We trust we can rely on the professional judgment of our staff in choosing attire that is appropriate for their particular job responsibilities. Staff is expected to wear attire that is considered acceptable in a business environment. Your attire should help project a professional atmosphere with students, staff, parents and other guests at our offices and schools. Individual buildings or departments may maintain a more detailed dress code than the general guidelines contained in the *Employment Information Handbook*.

Employees shall not wear apparel that reveals bare midriffs or cleavage. Shorts should be “dress-casual” and cut-offs are not allowed. Screen-printed T-shirts and tops with inappropriate pictures and phrases are also not allowed. Denim dresses, skirts, and slacks are appropriate if worn in a casual setting. Barefoot sandals are appropriate for summer, however, thongs and flip-flops are not allowed in the interest of safety.

Shirts and tops that endorse or oppose any political or religious affiliation or otherwise express personal opinions or beliefs of an employee that may be reasonably considered controversial or inflammatory by other employees or constituents of the District are strongly discouraged.

Supervisors may require that apparel they deem inappropriate not be worn again by an employee on duty in the workplace.

As professionals in our schools, we realize and value the public’s perception of our roles as mentors and models for students. Therefore, the following dress code will apply to all employees throughout the school district. The dress code shall be in effect all the days students are in attendance, registration, parent-teacher conferences, or any other day deemed necessary by administration.

### Acceptable attire

- Clothes that maintain a professional and appropriate appearance
- Clothes that are neat, clean, and in good shape.

### Guidelines

- No shorts or slits in skirts/dresses that are shorter than 4 inches above the knee
- No cleavage showing – neckline appropriate
- No spaghetti straps or shirt with straps less than two inches wide, unless covered by a jacket or top that is worn at all times
- No graphic T-shirts
- No hats
- No showing of skin between shirts and pants/skirts
- All staff will wear their district issued ID badges in a visible location.
- No flip flops (a sandal, typically of plastic, leather or rubber, with a strap between the big and second toe).

- School principal / supervisor discretion on questionable clothing
- DMPS permit employees to wear jewelry or to display tattoos at the workplace within the guidelines listed below. Management will take into consideration whether jewelry or tattoos pose a conflict with the employee's job or work environment. This includes but is not limited to the following:
  1. Anything that compromises the personal safety or self or others, damage to company property
  2. Interferes with productivity or performance expectations
  3. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic or other characteristic or attributes of a sensitive or legally protected nature
  4. Corporate or societal norms

If administration determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve the conflict.

School district staff members who do not, in the judgment of the principal/supervisor, reasonably conform to this dress code shall receive a notice from their principal/ supervisor. Repeated violations or refusal to comply with the directions of the principal/ supervisor by an employee could result in disciplinary action up to and including termination.

#### **Use of Personal Equipment on District Property**

Occasionally employees bring personal items to work in an effort to help them with the performance of their job. We do not encourage relying on personal equipment to perform District work functions. The District asks that all personal equipment be removed from District facilities and requests for needed equipment should be forwarded to the attention of the immediate supervisor if replacement equipment is needed. If personal equipment has mistakenly been identified with a DMPS tag, it should not be removed from the District until the issue is resolved.

The District shall not be responsible for lost, stolen or damaged personal property. Any such claims will be the responsibility of the employee and his/her respective insurance company.

#### **Change of Address and Telephone Number**

It is the responsibility of the employee to keep a current and up-to-date address and telephone number with the District. Changes are not accepted over the telephone. Employees should access Employee On-Line located on the District's website to make changes.

#### **Direct Deposit**

Direct deposit is required as a condition of employment. Change of bank information for direct deposit is necessary. Allow up to 30 days for direct deposit after providing new bank information. Employee should leave their previous bank account open until direct deposit has been processed in the new account. Please contact the Payroll Help-Desk @ (242-7747) for any forms or questions.

#### **Request for Copies**

You may be charged a fee for copies of records, check stubs, W-2's or other requested documents. Receipts will be provided for all payments. Requests can be made through the Payroll Help-Desk at 242-7747.

## Universal Precautions

The District complies the Occupation Safety and Health Administration (OSHA) safety standards when handling blood and other bodily fluids that could contain blood pathogens. Universal Precautions must be used by every employee in the care of standards, employees, and visitors who may expose them to blood pathogens or bodily fluids.

### Why Take Special Precautions?

Some Diseases such as the HIV virus, Hepatitis B or C can be carried in the blood. If someone comes in contact with the blood of a person infected with these illnesses, it is possible for the person to become infected. Some people infected with Hepatitis B or C may show signs of illness such as jaundice, fatigue, nausea, or joint pain.

Someone with the HIV virus may have a fever, persistent fatigue, chronic diarrhea, or weight loss. Other people may carry these germs in their bodies for life, but never show signs of the illness. Every precaution to prevent infection should be taken any time you come into direct contact with anyone's blood or bodily fluids.

OSHA has established regulations that must be followed by employees working in settings (to include schools), where exposure to blood pathogens is possible. These regulations require employees to receive training in Universal Precautions within 6 months of employment and then every year after. This training can be obtained through the building nurse or any online training course offered by Heartland AEA. OSHA also requires the employer to have a plan that addresses how to handle blood exposures. [The District Plan is posted on SharePoint.](#) (Search for: Blood Borne Pathogens Plan.pdf)

### What are the Main Points of the Plan?

Several practices must be implemented to reduce potential exposure:

1. **OSHA** requires employers to offer the Hepatitis B vaccine series to employees who can reasonably anticipate exposure to blood or other infected body fluids. Categories of employees who qualify are listed in the plan. Human Resources will notify you if you are eligible to receive the vaccine. Information about the Hepatitis vaccine is available, and the Des Moines Public School District offers eligible employees the vaccine at no cost.
2. **Universal Precautions:** this is the primary safeguard. Follow these precautions with the assumption that that all blood or bodily fluids are infectious. All employees who perform any procedure that involves blood or bodily fluids should follow the following guidelines:
  - **Gloves:** wear approved gloves provided by the District when touching blood or bodily fluids containing visible blood or any bodily fluids. Change the gloves after each individual contact. Gloves and other supplies needed to practice Universal Precautions can be obtained from the School Nurse.
  - **Cleanup of Blood Spills:** while wearing gloves, wipe away any visible blood with paper towels then wash the area with a disinfectant agent approved for use by the District.
  - **Disposal of Waste:** place gloves and cleaning supplies in a plastic bag. Seal the bag and give it to the nurse or custodian for proper disposal in an approved Biohazard container.
  - **Hand Washing:** always wash your hands with warm soapy water after removing your gloves

3. **Engineering Controls:** place sharps (needles or lancets) in special sharps container.
4. **Personal Protective Equipment:** it is your responsibility to be sure you have the appropriate supplies to safely care for injuries where blood is present. These supplies can be obtained from the school nurse.
5. **Exposure to Another Person's Blood or Bodily Fluid:** when possible have the person handle their own blood until you can put on your gloves and organize your supplies. If you come in contact with someone else's blood or bodily fluids, wash the area immediately with soap and water. Report the exposure as soon as possible to the school nurse or department manager. You will be asked to complete an employee injury report and will be referred to our Occupational Health physicians for assessment and treatment if warranted.

To prevent indirect exposure, do not eat, drink, smoke, apply cosmetics, lip balm, or handle contact lenses in work areas where occupational exposure to blood or blood products is possible. Avoid leaving food and drinks on work surfaces that could have blood or potentially infectious material present. If you have questions or need supplies to practice Universal Precautions contact the building nurse or call Health Services at (515) 242-7831.

## EMPLOYEE CONDUCT

The District has expectations for the behavior of the staff. Some of these expectations are written in Board Policy, most staff-related policies are in the [400 series](#) on the [District website](#). Others may be found in the [applicable Comprehensive Agreement](#). All staff members are expected to be familiar with [these](#) pertinent policies and guidelines.

Employees need to be aware of all Board policies applicable to employee conduct. You are acknowledging that you understand your responsibility to comply with the following employee conduct stipulations. Violations of conduct expectations can result in disciplinary action up to and including termination of employment.

Following are examples of offenses and disciplinary solutions that can be administered and should not be considered a complete listing.

Offenses that can result in disciplinary action include but are not limited to the following:

- Uncivil conduct
- Tardiness
- Unauthorized or excessive absence from the employee's job assignment
- Personal use of e-mail or Internet
- Failure to maintain satisfactory and harmonious working relationships with the public or other employees
- Smoking or using tobacco or e-cigarettes on District property
- Foul and abusive language
- Inefficiency, incompetence, or negligence in the performance of duties
- Gambling in District facilities or on District property
- Careless, negligent, or improper use of property
- Unauthorized or improper use of any type of leave
- Unauthorized use of District equipment
- Failure to report to work without notification for a period of one or two days
- Sleeping on the job
- Insubordination
- Failure to fully cooperate or provide truthful information in a District investigation

Offenses that may result in [a disciplinary action up to and including termination](#):

- Fighting
- Refusal to work
- Theft
- Willful destruction of property
- Gross insubordination
- Gross misconduct unbecoming an employee
- Conviction of a felony charged by court of proper jurisdiction, provided the felony is relevant to the position
- Intentionally releasing confidential information without proper authority
- Falsifying reported time cards or inappropriately altering payroll information
- Interference in a District investigation or the intentional frustrating of District purposes and goals
- Indecent conduct or inappropriate conduct of a sexual nature
- Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit
- Falsification, fraud, or omission of information in applying for a position or in completing job responsibilities
- Failure to report to work without notifying immediate supervisor of an appropriate reason, for a period of three consecutive days [will be considered to have voluntarily quit their position with the District](#)
- Failure or inability to complete a required training program that is a part of a job assignment, [including SafeSchools](#)
- Possession of a controlled substance
- Possession of weapons on District property

- Failure to obtain or maintain a current license or certificate required by law or organizational standards as a condition of employment
- Violation of, or failure to comply with, an executive order or published rules and regulations of the District, i.e. sexual harassment, hostile work environment harassment, Chapter 102 (student abuse), Chapter 103, discrimination, etc.
- Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization

## Summary of Iowa Administrative Code 281 – Chapter 103

### Restraint

Restraint is an application of physical force that reduces or restricts another individual's ability to move their arms, legs, body, or head freely. Temporarily holding to assist with participation in activities of daily living is not considered restraint. All school employees, before using physical restraint, shall receive adequate and periodic training which shall be documented. The District offers Crisis Prevention Intervention (CPI) training for staff members who will likely use physical restraint during the course of their job duties.

Ideally, only staff members who have received CPI training will use physical restraint. However, employees are authorized to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or others or in self-defense in the event a CPI trained staff member is not available.

Restraint should not cause serious or permanent harm. **Prone (face down) restraint is specifically prohibited under all circumstances, as well as mechanical restraint or any restraint that involves the head or neck.**

### Physical Force

Corporal punishment is the intentional physical punishment of a student, including the use of unreasonable or unnecessary physical force, or physical contact made with the intent to harm or cause pain. **Corporal punishment of a student is specifically prohibited.** However, teachers, administrators and other staff are authorized to use reasonable force in self-defense, defense of another, or to prevent an act of self-harm. Staff should refrain from making unnecessary physical contact to quell a disturbance that does not present imminent danger of physical harm, when a student does not respond to a verbal directive, to remove a disruptive student from class, or to prevent the damage of property.

### Physical Confinement

Physical Confinement is confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress (exit) is restricted. All school employees, before using physical confinement and detention, shall receive adequate and periodic training which shall be documented. The District offers Crisis Prevention Intervention (CPI) training for staff members who will likely use physical confinement and detention during the course of their job duties.

Physical confinement does not include time-out at a desk, in a corner, at the back of a class, in the hall, afterschool detention, or typical in-school suspension arrangements. Confinement should be reasonable (as short as possible) and allow for bodily needs. If over 30 minutes or 1 period (whichever is shorter), an administrator must authorize the continued confinement.

## Documentation Requirement

Following an incident of physical force, restraint, or physical confinement notice must be given to the student's parent or legal guardian. **Notification, or a documented attempt at notification, must occur the day of the incident via phone. Additionally, parents or guardians must be notified in writing within three days of the incident.**

### PROPER AND ETHICAL TEST ADMINISTRATION

In the administration of standardized tests, it is a violation of test security to do any of the following:

- Provide inappropriate test preparation such as any of the following:
  - Copy, reproduce, or use in any manner any portion of any secure test booklet, for any reason.
  - Share an actual test instrument in any form. This includes using old copies of the Iowa Assessments.
  - Engage in instructional practices targeted at specific test content.
- Deviate from the test administration procedures specified in the test administration manual.
- Provide assistance to students during the test administration that would give them an advantage over other students.
- Make test answers available to students.
- Change or fill in answers on student answer documents.
- Provide inaccurate data on student answer documents.
- Engage in any practice to artificially raise student scores without actually improving underlying student achievement.
- Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts listed above.

Administrators, certified and non-certified staff, and students must adhere to ethical procedures in testing. Violation of these procedures will be investigated and appropriate sanctions may be taken by the school board and/or the Iowa Board of Educational Examiners (BOEE). According to 282—Iowa Administrative Code Chapter 25, it is deemed unprofessional and unethical for any licensee to violate Standard III- misrepresentation, falsification of information [25.3(3)] of the standards of professional conduct and ethics. This includes “Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.”

(Iowa Board of Educational Examiners. 2013. [Licensure Handbook](#).)

School or district staff members must immediately report all incidents of unethical behavior or other test irregularities by students or staff to their building principal. District leadership will cooperate with the Iowa Department of Education and Iowa Board of Educational Examiners in a thorough fact-finding investigation of the alleged irregularity and determine if test results are invalidated. A staff member found to have committed testing irregularities shall be subject to discipline in accordance with Iowa Code and Board policy.

## **Drug-Free Workplace Act of 1988**

The Des Moines Public School District is subject to the Drug-Free Workplace Act of 1988, Public Law 100-690.

The Des Moines Public School District is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance by any employee in the workplace is prohibited. (A "controlled substance" within the meaning of this statement means any controlled substance in schedules I through V of Section 202 of the Controlled Substance Act-21 U.S.C. 812, and as further defined in federal regulations found at 12 CFR 1308.11.) Any violation of this prohibition will result in discipline up to and including discharge.

As required by federal law, it is a condition of continued employment that:

- Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify the Supervisor of this fact no later than three (3) days after such conviction. (a "conviction" means a finding of guilt - including a plea of "nolo contendere" - of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes)
- Each employee must abide by the terms of this statement

Federal law requires that the Des Moines Public School District notify the federal government of any conviction in violation of this policy.

Federal law further requires that the Des Moines Public School District impose sanctions which may include discharge for any violation of the provisions of this notice or policy.

### **Drug and Alcohol Use or Possession**

The use, possession, sale, transfer, or purchase of alcohol or drugs by employees on District property or when engaged in District business are prohibited. Any employee in violation of this policy or who is found to be impaired by intoxicants while in the workplace shall be subject to disciplinary action up to and including termination. Any employee can be drug tested due to reasonable suspicion. Drugs prescribed by a licensed physician for an employee may be possessed and used by that employee in the workplace, in accordance with terms of their prescription as long as such usage does not limit the employee's ability to perform their job efficiently and safely in the considered judgment of the immediate supervisor.

### **Tobacco Free/Nicotine Free Work Place**

It is the policy of the District that using, smoking, or carrying lit tobacco products, "vapor" or "e-cigarettes", tobacco devices, or smokeless tobacco products which includes all forms of tobacco and nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation are prohibited at any time on school district property and at any school activity sponsored by the District. For purposes of this policy, school district property includes any building used for instruction, administration, support services, maintenance, or storage; the grounds and surrounding buildings; and all 40 district-owned vehicles. This policy applies to all students, teachers, staff, and visitors.

For the purposes of this policy, "e-cigarette" and "vapor cigarette" includes any electronic or oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor on nicotine or any other substances, and the use or inhalation of which

simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an “e-cigarette”, “e-cigar”, “e-pipe”, or under any other product name or descriptor. Violators of this policy will be subject to disciplinary action up to and including termination.

### **DMPS Fragrance/Scent-Safe Workplace Standard**

In an effort to protect students, staff and visitors with chemical sensitivities and to create a safe and healthy environment, Des Moines Public Schools (DMPS) is implementing a fragrance/scent safe district workplace standard. DMPS asks that everyone minimize the use of any fragrances in the workplace.

Employees should refrain from bringing air freshener products, essential oils, wearing heavy perfumes/cologne, other personal care products such as body sprays, hand lotions, cleaning products or solutions, etc. Workspace areas and areas that are enclosed such as restrooms are also included in this standard.

Acceptable use of products that are labeled as unscented, scent-free or fragrance free by the manufacturer are suggested and recommended as safe and appropriate for DMPS.

DMPS sincerely appreciates you abiding by this scent safe standard so that all students, employees and visitors can enjoy an environment that does not make them sick or be absent due to an illness related to heavy fragrances or scents.

## Notification of Arrest, Criminal Charges or Child Abuse Complaints

Series 400  
Code 418

Employees of the district must notify the office of Human Resources of any arrest, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to Human Resources shall occur within three business days of notification to the employee. Except for employees whose duties require possession of a Commercial Driver's License, simple misdemeanors do not need to be reported by employees. Employees must notify the office of Human Resources regarding the findings in any complaint against them alleging child abuse. Notification of Human Resources of any complaints and findings shall occur within three (3) business days of notification to employee. [Notification of arrest form.](#)

Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential file.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

*Legal references: Iowa Code § 232.68-69; 235A; 279.8; and 280.17 (2011)  
441 I.A.C. § 152, 155 and 175  
Adopted August 18, 2000; revised February 7, 2006  
Last Review: 2012-2013*

Upon receipt of notice, the Office of Human Resources shall require employees to complete a *Notification of Arrest Form* outlining the date, nature, and current status of the charge, arrest, or complaint. Additionally, the form shall require employees to provide any information they may have with regard to future court dates and/or disposition proceedings. It shall be the responsibility of the employee to supplement and update the information originally provided on the *Notification of Arrest Form* with any new or changed information.

The Chief Human Resources Officer or designee shall have the authority to verify any and all information provided on the *Notification of Arrest Form*. If any information provided on the form is determined to be incomplete, false, or misleading for any reason other than a clerical mistake, the employee may be subject to discipline, up to and including termination.

The District may consider and use the information contained in the *Notification of Arrest Form* for any purpose which protects the District's interests. However, all information provided to the District on the *Notification of Arrest Form* will be treated and maintained as part of the employee's confidential file.

The following terms as used in the procedures and corresponding Board Policy are defined as follows:

**Child Abuse or Abuse means harm occurring through:**

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child under 18 years of age.
- The commission of a sexual offense with or to a child, including but not limited to sexual abuse, incest, and sexual exploitation of a minor.

- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child's health and welfare.

## Criminal Charges

All charges of committing a public offense, such as a felony or a misdemeanor, when such offense is prohibited by statute or ordinance, and punishable by fine or imprisonment.

## Simple Misdemeanor

Crime resulting in a penalty of either imprisonment not to exceed thirty (30) days, or a fine of at least fifty (50) dollars, but not to exceed one hundred (100) dollars.

## Chapter 102, Level One Investigator

Level One Investigator training provides educators with guidance about the differences between a school employee's mandatory reporting responsibilities and procedures for investigating allegations of abuse of students by school employees.

Des Moines Public Schools, in accordance with chapter 102.5(3), has trained level one investigator at every building location in the school district. Contact information for each level one investigator (name and phone number) may be found in the main office at each building site as well as posted on the district web site.

Any individual wishing to report a student being abused by an employee shall notify the building Level I Investigator. Below is a list of all Level I Investigators by building.

LEVEL	BUILDING	FIRST NAME	LAST NAME
Pre	MCKEE	JODI	HARRELL
Pre	MCKEE	JENNY	MOORE
Pre	MITCHELL	TRACEY	CAMPO-WESTERGAARD
Pre	MITCHELL	LAURA	CORKREAN
Pre	TAYLOR PRSCHL	JODI	HARRELL
Pre	TAYLOR PRSCHL	JENNY	MOORE
Pre	WOODLAWN	TRACEY	CAMPO-WESTERGAARD
Pre	WOODLAWN	LAURA	CORKREAN
ES	BRUBAKER	MARK	ADAMS
ES	BRUBAKER	PAUL	BRADLEY
ES	BRUBAKER	KAREN	CATRON
ES	CAPITOL VIEW	GINA	BEALS
ES	CAPITOL VIEW	LAURA	CANNON
ES	CAPITOL VIEW	MARSHA	KERPER
ES	CARVER	JILL	BURNETT REQUIST
ES	CARVER	STEPHANIE	HUDSON
ES	CARVER	BETH	STEINFELDT
ES	CATTELL	SHELLY	JOHNSON
ES	CATTELL	KELLY	MALLORY
ES	CATTELL	TIONA	SANDBULTE
ES	COWLES	TODD	JOHNSON
ES	COWLES	ZACHARY	KELLEN
ES	DOWNTOWN	ROBERT	BURNETT
ES	DOWNTOWN	DAWN	COPPINGER
ES	EDMUNDS	ASHLEY	INTHALANGSY
ES	EDMUNDS	TAYLOR	MOORE
ES	EDMUNDS	JAYNETTE	RITTMAN
ES	FINDLEY	BARBARA	ADAMS

LEVEL	BUILDING	FIRST NAME	LAST NAME
ES	FINDLEY	RICK	MILLER
ES	FINDLEY	CARRIE	MOTON
ES	GARTON	JENNY	INMAN
ES	GARTON	RENITA	LORD
ES	GARTON	JACQUELINE	PATRICK
ES	GREENWOOD	TAMMA	HOWE
ES	GREENWOOD	ANDREA	SAFINA
ES	HANAWALT	JOLENE	LIEBL
ES	HANAWALT	ERIC	LOVELL
ES	HILLIS	CHRISTINA	DETWILER
ES	HILLIS	RENEE	GELFOND
ES	HOWE	ALLISON	BERG
ES	HOWE	JENIFER	KRAMER
ES	HOWE	TRENTON	WILLIAMS
ES	HUBBELL	CARRIE	BELT
ES	HUBBELL	MICHELLE	MCCLURE
ES	JACKSON	TRICIA	KURTT
ES	JACKSON	MARLA	SOBEL
ES	JACKSON	CYNTHIA	WISSLER
ES	JEFFERSON	KARENE	CURRAY
ES	JEFFERSON	MARY	MINARD
ES	JEFFERSON	DAVID	SHARKEY
ES	KING	KISHA	BARNES
ES	KING	JOSEPH	LAZIO
ES	LOVEJOY	MEGAN	CAVE
ES	LOVEJOY	BRANDI	OTTO
ES	MADISON	DUSTIN	HOCKMAN
ES	MADISON	JENNIFER	KRIEGER
ES	MADISON	SARAH	MAJOROS
ES	MCKINLEY	SARAH	GRADY
ES	MCKINLEY	Brooke	HAKERT
ES	MCKINLEY	LINLEY	HOUSER
ES	MONROE	CARMEN	COLLISON
ES	MONROE	STEPHANIE	FLICKINGER
ES	MONROE	CHRISTOPHER (JOHN)	WARD
ES	MOORE	ANNE	BOOTH
ES	MOORE	MIRANDA	HUBNER
ES	MOORE	CLAUDIA	LORENTZEN
ES	MORRIS	SHERRY	AMOS
ES	MORRIS	JULIE	GEISTKEMPER
ES	MORRIS	JAIME	ROBINSON
ES	MORRIS	JEFFREY JB	WATSON
ES	MOULTON	BEN	HEINEN
ES	MOULTON	VIRGINIA	MARTIN
ES	MOULTON	EDDIE	MCCULLEY
ES	OAK PARK	SARAH	BENGTSON
ES	OAK PARK	NANCY	FREGOSO
ES	PARK AVENUE	DIANNA	ANDERSON
ES	PARK AVENUE	BROOKE	MENDOZA
ES	PARK AVENUE	RICK	SORIA
ES	PERKINS	ALEXIS	DENTON
ES	PERKINS	MICHAEL	DERRICK
ES	PERKINS	JUAN	PADILLA
ES	PHILLIPS	KRISTY	FITZGERALD
ES	PHILLIPS	KARIN	LEVEKE

LEVEL	BUILDING	FIRST NAME	LAST NAME
ES	PHILLIPS	NICKOLAS	QUINLAN
ES	PHILLIPS	CARRIE	RATLIFF
ES	PLEASANT HILL	TERRIE	PRICE
ES	PLEASANT HILL	LUANN	RINARD
ES	PLEASANT HILL	HALEY	SHAW
ES	RIVERWOODS	AARON	BAHR
ES	RIVERWOODS	TRACI	SHIPLEY
ES	SAMUELSON	CINDY	ROERIG
ES	SAMUELSON	CARRIE	WEERS
ES	SAMUELSON	AMY	WIEGMANN
ES	SOUTH UNION	JILL	BURKE
ES	SOUTH UNION	TINA	JENSEN
ES	SOUTH UNION	KELLY	RUDEN
ES	STOWE	KAREN	BUFFINGTON
ES	STOWE	JOSEPH	MCCRIGHT
ES	STOWE	JENNIFER	WILLIAMS
ES	STUDEBAKER	STACI	ALLISON
ES	STUDEBAKER	BRIAN	CROOK
ES	STUDEBAKER	NICOLE	LYON
ES	WILLARD	KRISTEN	BERVEN
ES	WILLARD	JAYDE	KENNEDY
ES	WILLARD	JULIE	KRUSE
ES	WINDSOR	JUSTIN	BALLARD
ES	WINDSOR	BETH	DOEDEN
ES	WINDSOR	ROBERT	NICHOLS
ES	WRIGHT	MICHELLE	HURLBURT
ES	WRIGHT	COURTNEY	NICHOL
MS	BRODY	THOMAS	HOFFMAN
MS	BRODY	JOLYNN	MAY
MS	BRODY	CHRISTOPHER	ROBERTS
MS	CALLANAN	RYAN	DAUGHERTY
MS	CALLANAN	HEATHER	FARRIS-VERMEER
MS	CALLANAN	DAWN	STAHLY
MS	GOODRELL	DEBORAH	CHAPMAN
MS	GOODRELL	WILLIAM	CROSBY
MS	GOODRELL	PETER	LE BLANC
MS	HARDING	SHANNON	CAMODECA
MS	HARDING	CHRISTOPHER	SCHMIT
MS	HIATT	OSCAR	CARDENAS
MS	HIATT	JOSEPH	GREEN
MS	HIATT	SARAH	SMITH
MS	HOYT	BEVERLY	ECK
MS	HOYT	DEB	MARKERT
MS	HOYT	JOE	SPIESS
MS	MCCOMBS	JASON	SNOW
MS	MCCOMBS	ANDREW	WADE
MS	MEREDITH	VICTOR (KIP)	COLEMAN
MS	MEREDITH	JEFFREY	RICHER
MS	MERRILL	KATHRYN	PANEK
MS	MERRILL	BRIAN	TATE
MS	WEEKS	DOUG	CALAWAY
MS	WEEKS	JOAN	CUNDIFF
MS	WEEKS	CHERYL	MODLIN
MS	WEEKS	BRI	SCHWARCK
HS	CENTRAL ACADEMY	JESSICA	GOGERTY

<b>LEVEL</b>	<b>BUILDING</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>
HS	CENTRAL ACADEMY	KRISTIN	HILTON
HS	CENTRAL CAMPUS	LISA	HILL
HS	EAST	LISA	HARRINGTON
HS	EAST	JILL	VERSTEEG
HS	HOOVER	BOSTON	FREILINGER
HS	HOOVER	SHERRY	POOLE
HS	HOOVER	TORI	RABE
HS	LINCOLN	MICHAEL	ALBARRACIN
HS	LINCOLN	QYNNE	KELLY
HS	LINCOLN	GREG	MARSHALL
HS	NORTH	JONATHAN	JOHNSON
HS	NORTH	STEVE	SCHAPPAUGH
HS	NORTH	CAIT	SCHRUP
HS	ORCHARD PLACE	BRADLEY	KOTZ
HS	ORCHARD PLACE	GAIL	SOESBE
HS	ORCHARD PLACE	STEPHANIE	ZUEHLKE
HS	ROOSEVELT	MELISSA	FLOYD
HS	ROOSEVELT	JEFF	HUMMEL
HS	RUBY VAN METER	JENNIFER	BRINDLE-ROTHMAN
HS	RUBY VAN METER	LAUREL	FRIEDMAN
HS	RUBY VAN METER	CYNTHIA	WEISZ

## TECHNOLOGY – ACCEPTABLE USE

### Series 400

### Code 445

The Des Moines Independent Community School District will maintain a computer network for use by employees. The internet is a worldwide computer network. The most basic functions provided by District network and the internet are access to local and remote informational facilities, file transfer, and electronic mail. The District is committed to making advanced network and internet technology and increased access available to all employees. The goal of the District in providing access to administrators, teachers, and other employees is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers, the District's computer network, the internet, and other on-line services shall be consistent with the governmental, educational and business objectives of the District.

To ensure all District employees understand the appropriate use of District computers, the District network, the internet, and other on-line services, the District shall establish guidelines and monitor acceptable use. Those employees who violate the District's established guidelines for acceptable computer, internet and network use shall be subject to disciplinary action, up to and including termination.

It is the responsibility of the superintendent or designee to develop administrative procedures to implement this policy by establishing standards of acceptable use by employees and publishing and disseminating this information to all employees.

*Committee Adopted: June 25, 2001*

*Board Approved: September 4, 2001 Last Review: 2012-2013*

### Laptop / Mobile Device Agreement

1. Computer use is only for legal, authorized purposes: Unauthorized or illegal uses include but are not limited to harassment; destruction of or damage to equipment, software, or data belonging to others; unauthorized copying of copyrighted materials; private business unrelated to school activities.
2. Authorized Users: Must be District staff member or student. The computer must be in the possession of the staff member at all times. In order to allow group usage of the computer it is permissible for additional District users to access the computer within the presence of District staff; appropriate use is the responsibility of the staff member to monitor.
3. Use Restrictions: The use must follow District computer user rules which states that users must never engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized or non-approved changes. **Use must also comply with all other applicable District policies and procedures, including but not limited to policies regarding confidentiality/FERPA non-discrimination, and anti-bullying/anti-harassment.**
4. Loss and Damage to Computer and/or Equipment: Staff member shall return laptop to the District in the same condition received except for ordinary wear, at the location in which it was received. You will be charged for missing computer, power supply, mouse or bag.
5. Use Outside of District: Staff member can use the computer away from school facilities and will be responsible for loss or damage to the computer. It is recommended to check your personal insurance coverage.
6. Investigations: Authorized users will promptly complete incident reports and deliver to the District a copy of all related documents. Authorized Users will also fully cooperate with the District's investigation of any vandalism, theft, accident, claim, or lawsuit involving use of computer.
7. Repairs and Alterations: By consenting to this agreement, staff member is acknowledging financial responsibility for the cost of restoring the computer back to its original configuration for loss, damage, unauthorized repairs, replacement parts or alterations.
8. Incidental, Special or Consequential Damages: Staff member waives all claims against the District for any incidental, special or consequential damages in connection with the furnishing, performance or use of computer.

Please refer to the District [Technology Resources](#) website for additional information about technology equipment, software, and account information.

## **Additional Resources**

Please refer to the DMPS Technology Resources website for additional information about technology equipment, software, and account information

## **Use of Personal Devices During Work Hours**

Any District-issued or personal electronic devices (including but not limited to smart phones and cell phones) are to be used appropriately and not during an employee's supervisory or instructional duties, unless the use is directly related to the performance of those duties.

Employees must ensure that student safety and well-being are not impacted by use of any electronic devices (texting or e-mailing, etc.) during work hours. All personal communications should be made during sanctioned breaks and not in the midst of a professional meeting or at a time that interferes with professional duties. District landline telephones are available for official school business only. In case of an emergency, a message may be sent or received, or telephone call made, but the communication should be limited to no more than five minutes and the employee must ensure appropriate supervision of students during this time, if applicable.

Employees will not be called to the phone during the workday except in an emergency. Failure to follow these guidelines may result in disciplinary action up to and including termination of employment.

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law that protects the privacy of student education record and personally identifiable information. Employees shall not **create** photographs, audio **recordings**, or videos of students without the written, informed consent of the student's parent or legal guardian. Violation of this policy may be subject to disciplinary action up to and including termination of employment.

## **Social Media Guidelines**

The District recognizes the importance of social media as a means of communications. The District encourages the appropriate use of social media as a means to communicate, whether as an individual or as a school or District program, if such use is helpful in reaching our various constituencies.

The District acknowledges that its employees have the right under the First Amendment as private citizens to speak out on matters of public concern. However, the District has the right to regulate the speech of employees in specific circumstances. Accordingly, it is essential that employees conduct themselves in such a way that their personal and/or educational use of social media does not adversely affect their position with the District. The purpose of these guidelines is to establish protocols for the use of social media by employees and to outline expectations for its use. Social media includes websites such as Facebook, Twitter, Instagram, or other social media and applications.

### **1. Expectations for all use of social media (personal and educational)**

- District employees' behavior on social media should reflect the same standards of honesty, respect and consideration they are expected to adhere to in all forms of communications and interactions.
- Do not submit or post confidential or protected information about the District, its students, alumni, or employees. You should assume that most information about a student is protected from disclosure by both federal law (the [Family Educational Rights and Privacy Act \(FERPA\)](#) and state law [Iowa Code Section 22.7\(1\)](#)). Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation and result in disciplinary action up to and including termination of employment.
- Report, as required by law, any information found on a social networking site that falls under the mandatory reporting guidelines.
- Do not use language that could be considered defamatory, obscene, proprietary, or libelous, or that constitutes an incitement to imminent violence or a true threat.
- Do not post or otherwise publish content that is or could reasonably be perceived as bullying, discrimination, harassment **or sexual harassment** in violation of District policy.
- Exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Consider whether a particular posting puts your professional reputation and effectiveness as a District employee at risk.

- Be cautious of security risks when using third-party applications within a social media site.
- Run updated malware protection to avoid infections of spyware and adware that social media sites might place on your personal computer.
- Be alert to the possibility of phishing scams that arrive through a social media site.

## 2. Expectations for the personal use of social media

In addition to Section 1, above, employees using social media for personal (non-District-related) purposes are expected to:

- Refrain from accepting current District students as “friends” on personal social media sites.
- Be aware that people classified as “friends” have the ability to download and share your information with others.
- Remember that once something is posted to a social media site it may remain available online even if you think it is removed.
- Assume that anything you post to a personal social media site can be accessed by anyone and will be available forever.
- Sharing school or District social media posts to your personal social media page (i.e. retweeting a @DMSchools announcement to your personal Twitter page) is acceptable and encouraged if it is something of interest to you.
- Set and maintain appropriate social media privacy settings. Be aware that social media sites can change their privacy policies and standards at any time, possibly exposing posts that employees believed were private to the public.
- Avoid using a social media site to post content which may be considered defamatory or obscene, and do not post content which violates copyright or other intellectual property laws.
- Never use a social media site to post information about a District student or employee in a way that is or could be reasonably perceived as discriminatory, harassing, or defamatory.
- Never use a social media site to post or otherwise publish confidential or protected information about the District, its students, or its employees. Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation.

## 3. Expectations for the educational use of social media

In addition to Section 1, above, employees using social media for educational (school or District-related) purposes are expected to:

- Comply with all District policies and state laws on the use of District-owned hardware, software and networks apply, as relevant, to the use of social media for a District school, class or program.
- Notify your immediate supervisor and the Office of Communications if you wish to establish a social media site for a school, class or program.
- If using Facebook, create an organization page for your school, class or program; do NOT use a personal Facebook page for school-related purposes (the Office of Communications can provide guidance on how to do this).
- Establish expectations for acceptable use on your social media site that are compliant with the District’s expectations for acceptable use (see example on page 61).
- Do not post anything on a school or District affiliated social media page that advocates for or against a political candidate or ballot initiative.
- Refrain from posting or otherwise publishing images that include students without parental release forms on file, which can be confirmed in Infinite Campus.
- Pay close attention to the site's security settings and allow only approved participants access to the site.
- Remember that behavior inappropriate in school or the classroom should be considered inappropriate online.
- Seek consent before using the District logo or school-specific logos or mascots. The use of the DMPS logo should be approved by the District’s Office of Communications. The use of a school’s logo or mascot should be approved by the principal or their designee.

Employees found to have engaged in inappropriate use of social media or other electronic communication may be subject to disciplinary action up to and including termination of employment.

### **Establishing a school or District-related social media site**

Anyone who wishes to establish a social media site for a District office, school, class or program must first notify their immediate supervisor and the Office of Communications. If you have questions on content you would like posted to the District's social media pages please contact:

Phil Roeder at (515) 242-8153 or [phillip.roeder@dmschools.org](mailto:phillip.roeder@dmschools.org) or  
Amanda Lewis at (515) 242-8162 or [amanda.lewis@dmschools.org](mailto:amanda.lewis@dmschools.org)

### **Acceptable Use Guideline Example**

The following acceptable use guideline is posted to the school District's page, and provides an example that can be adopted for other District-related social media sites:

Des Moines Public Schools has created this Facebook page to serve as an additional means to share news, provide information, and facilitate communications within our school District community. We thank all of the Facebook users who "like" our page and contribute to our online community. Messages posted to this Facebook page do not necessarily represent the views of Des Moines Public Schools. Des Moines Public Schools reserves the right to remove comments and/or report users who post comments which, in the school District's sole discretion, bully, intimidate, or harass any individual; contain obscenity, nudity or gratuitous violence; are commercial solicitations; are factually erroneous, libelous, or wildly off-topic; are from anonymous blog trolls; constitute incitement to violence or violation of law or District policy, or which constitute true threats; or that otherwise violate State law, school District policy, or the social media site's own policies.

### **DISTRICT POLICIES AND PROCEDURES**

All employees will have access to the District's current Policies and Procedures via the District's website at [www.dmschools.org](http://www.dmschools.org). It is each building administrator's responsibility to keep and maintain current Policies and Procedures in the building and to inform all supervisory personnel where such information is kept. A computer should be made available to any employee requesting to view District Policies and Procedures.

### **EMERGENCIES**

#### **Weather-Related Schedule Changes**

Information regarding district-wide cancellations, delays, or early dismissals due to weather will be made available through the following media links:

Des Moines Public  
Schools Cable  
Channels  
12, 85 & 97-3

Local Television  
Stations

Local Radio Stations

Des Moines Public  
Schools  
Web Site  
[www.dmschools.org](http://www.dmschools.org)

## Work-Related Injuries / Illnesses

If you need medical treatment due to a work-related injury or illness, notify your supervisor, complete an Employee Injury Report, and seek prompt treatment at one of the following sites:

Emergency	Non-Emergency
<ul style="list-style-type: none"><li>• Iowa Lutheran Hospital 700 E University Avenue Des Moines, Iowa 50316 Telephone: (515) 263-5612</li><li>• Iowa Methodist Medical Center 1200 Pleasant Street Des Moines, Iowa 50309 Telephone: (515) 263-5612</li></ul>	<ul style="list-style-type: none"><li>• Family Physicians at Prairie Trail 2515 SW State Street, Suite 200 Ankeny, Iowa 50023 Telephone: 515-964-6974</li><li>• Penn Medical Place 1301 Pennsylvania Avenue, Suite 416 Des Moines, Iowa 50316 Telephone: 515-262-7619</li><li>• Lakeview Medical Park 6000 University Avenue, Suite 124 West Des Moines, Iowa 50266 Telephone: 515-241-2020</li></ul>

The Non-Emergency sites listed above are open Monday – Friday, 8:00am – 5:00pm. Appointments must be made in advance by calling one of the phone numbers listed above.

If you choose to be treated by any other medical treatment site and/or physician for a work-related injury or illness, you will be responsible for all medical costs related to the incident. (This is in accordance with Section 85.27 of the Iowa Code.)

Inquiries concerning this section may be sent to the following:

### Recognizing / Reporting Suspected Child Abuse / Neglect

Iowa law requires certified school staff to recognize and report suspected child abuse or neglect as it is defined in Iowa law. As mandatory reporters, school staff is required to receive Heartland AEA's Mandatory Reporter: Child or Dependent Adult Abuse training within six months of initial employment, and then every five years. DMPS training is offered and to be completed through Heartland AEA.

Mandatory reporting is not a responsibility you can delegate to someone else—the person who has first-hand knowledge of suspected abuse or neglect should be the reporter. Support staff, such as the school nurse or counselor, can support employees through the reporting process, but they cannot create the report for them. (For instructions on creating and submitting a Report of

Suspected Child Abuse, see: *Instructions for Mandatory Reporting.*)

The creation and submission of a report should be kept confidential, and no reference to the making of the report should be placed in the child's school record. Every attempt is made by the Department of Human Services (DHS) and Des Moines Public Schools to maintain your confidentiality as a mandatory reporter. While not required, it is recommended that you inform your building administrator of your actions in reporting suspected child abuse or neglect.

If you suspect that a student has been abused by a staff member, notify your building administrator, who will then work with Human Resources to initiate a Level I investigation.

Inquiries concerning Mandatory Reporting of Child Abuse may be sent to the following:

#### Health Services

- Telephone: 515-242-7618

Inquiries concerning allegations of student abuse by a staff member or concerning Level Investigations may be sent to the following:

#### Human Resources Des Moines Public Schools

- Address: 2100 Fleur Drive, Des Moines, Iowa 50321
- E-mail: [human-res@dmschools.org](mailto:human-res@dmschools.org)
- Telephone: 515-242-7736

## Instructions for Mandatory Reporting

The following are instruction for creating and submitting a report for suspected child or dependent adult abuse:

### 1) Verbal Report

Complete within 24 hours of initial suspicion of abuse.

Submit via telephone: 1-800-362-2178

(This number is staffed 24 hours a day. Full time staff hours are 8:00AM to 4:30PM. DHS can no longer take calls to prove a situation to determine if it might be reportable. They ask that you go through the regular reporting process.)

### 2) Written Report

Complete within 48 hours of verbal report (even if intake report is rejected).

Submit form via mail: Centralized Service Intake Unit  
P.O. Box 4826  
Des Moines, Iowa 50305

or via fax:  
(515) 564-4011

All reports are followed up within 24 hours of the submission of the report. Situations in which the DHS will investigate within one hour of a report are: death of a child; sexual abuse of a child, and the abuser still has access to the child; injury of a child which requires medical follow-up; abandonment of a child, and the child has no place to go; and when methamphetamine is being manufactured in a child's home.

Mondays tend to be the DHS's busiest reporting days. **If you are having trouble reaching a DHS intake worker and you feel the child is in imminent danger, call the police.**



A reminder all trainings, with the exception of the Mandatory Reporting of Child Abuse, are free for employees of districts who opt in to the Online Learning System. If a district opts out of the Online Learning System, teachers may pay the \$25 fee to complete a training.

There is a fee of \$25 for all individuals completing the Mandatory Reporting of Child and Dependent Adult Abuse training, even if their affiliated district is opting into the Online Learning System.

## Directions for the AEA Online Learning System

To access the training system go to <http://training.aeapdonline.org>

### To register in the system:

1. Click on the Register Here behind First time user?
2. Fill in your first and last name
3. Enter your email address
4. Enter your BOEE folder number (if you do not have a BOEE license, click N/A)
5. You will set your own password
6. Select your District (*Des Moines*)
7. Enter District Password (*dmplslearn*)
8. Select Position, Subject Taught, and Grades Taught (you may leave as N/A)
9. Click the Submit Registration Info button
10. Click on the Continue button
11. You are now registered into the training system

### To register for a course:

1. Click on Catalog
2. Enter type in a Keyword or select a Training Type
3. Click the Register button to take for the 1<sup>st</sup> time or Retake if your prior training expired

### To resume a course:

1. Locate the training under Currently enrolled trainings
2. Click the Resume button
3. If you have not accessed a course in the past 84 days, you will see a Restart button

### To print a certificate:

1. Located the training under your training history
2. Click on the Certificate button

### To edit personal information:

1. Click on Your Name on the right side of the screen
2. Click on Edit Profile
3. Edit any of the fields located under Personal Info
4. Click Update Personal Info button

### To update your Employment information:

1. Click Your Name on the right side of the screen
2. Click on Edit Profile
3. Edit any of the fields under Employment info
4. Click Update Employment Info button

### If you have any questions, please contact:

Shelley Christensen, Heartland AEA 11, at (515) 270-0405 or [schristensen@heartlandaea.org](mailto:schristensen@heartlandaea.org)

