

Holy Trinity Catholic Schools, Inc.

SECTION 400 - STAFF PERSONNEL

The policies in this section have been approved by the
Merger of both Aquinas Schools and Marquette Schools in 2005.

The policies in this section have been approved by the HTC
Board of Education as reviewed in 2010.

The policies in this section have been approved by the HTC
Board of Education as reviewed in June of 2014.

Reviewed June, 2017

Policy 400 Staff Personnel

401.00	Certification
402.00	Recruitment & Selection of Teachers / Catechists
403.00	Screening
404.00	Support for Church Teachings
406.00	Teacher's Salary Step
407.00	Benefits
408.12	Health Insurance
408.13	Sick Leave
408.14	Personal Leave
408.15	Bereavement Leave
408.16	Leave of Absence - Unpaid
408.00	Teacher's Salary Step
410.00	Contractual Obligations - Teachers
411.00	Jury Duty
412.10	School Year Calendar
413.00	Teacher Appearance
414.00	Approval Appointment and Dismissal of Teachers
414.10	Teacher's Contract Release
415.00	Equal Opportunity Employment
416.00	Employee Suspension Policy
417.00	Teacher Workday
418.00	Communication With Parents
419.00	Identifying & Reporting Child Abuse
420.00	Transfer and Promotion
422.00	Confidentiality of Records
423.00	Solicitation
424.00	Procedure for Reviewing Complaints
425.00	Tobacco Free Workplace
426.00	Drug & Alcohol Free Workplace
427.10	Drug & Alcohol Testing Program
428.00	Public Complaints About School Personnel
434.00	Reduction in Staff (RIF)
440.00	Personnel Evaluation
440.3A	Evaluation of Non-Certified Personnel
440.3B	Evaluation of Non-Certified Personnel
452.00	Sudden Illness or Accident
460.0	Use of Corporal Punishment
465.00	Health & Safety of Personnel
470.1	Employee Sexual Harassment Policy

400.00 **Teaching Staff Personnel**

401.00 Certification

Each administrator / teacher shall present evidence to the Secretary of the Board that a valid Iowa Teacher's Certificate as required by law has been obtained before accepting payment of any part of the annual salary.

That a copy of the certificate be sent to the Diocesan Superintendent of Schools upon request by October 15th of each year.

That each local Board Secretary submit to the Diocesan Superintendent of Schools a resume of an administrator's credentials before he / she is contracted.

Adopted: January 2011

400.00 Dioceses of Davenport

Teaching Staff Personnel

402.00 Recruitment & Selection of Teachers / Catechists

It shall be the policy of the Diocesan Board of Education that the administrator utilize a committee to assist in interviewing candidates for teaching positions. Committee membership might include the CAO, a priest, a member of the BOE and a teacher from the department or grade level in which a vacancy exists. Responsibility for recommending to the BOE a candidate for contract rests with the CAO.

Adopted: January 2001 Davenport Diocese
Reviewed: June 2017

400.00 Dioceses of Davenport

Teaching Staff Personnel

403.00 Screening

In the interest of the safety of those we serve it shall be the policy of the Diocesan Board of Education that all persons, who regularly volunteer or are employed to work in one or more of the faith formation programs, school or youth ministry programs of the diocese, must be screened in relation to the nature of the position.

Parishes or institutions must obtain permission to conduct a background inquiry from the prospective employee / volunteer. The screening must include previous or present involvement in activities that would indicate whether this person should be involved in programs / activities; e.g. child abuse, criminal record, and sexual abuse.

Those driving as a regular part of their employment or volunteer service may be asked to complete the diocesan approved form regarding driving. They may also be asked to consent to a review of their driving record.

Documentation of information gathered shall be confidentially maintained by HTC.

Any and all information gathered must be shared with others "on a need to know" basis only and as allowed by law.

*All employees and volunteers will participate in the program VIRTUS.

Adopted: November 2001 Davenport Diocese
*Revised: June 2017

400.00 Dioceses of Davenport

Teaching Staff Personnel

404.00 Support for Church Teachings

It shall be the policy of the diocesan Board of Education that all employees / volunteers of the faith formation, school and youth ministry programs of the Diocese of Davenport are expected to support the mission of the program in which they are involved and the teachings of the Catholic Church.

Employees / volunteers shall be either Catholics in good standing with the Church or others who have a positive attitude toward the Catholic faith and could assume the role of witnessing Catholic values. Teachers of religion in Catholic schools and catechists in parish catechetical programs are to be fully initiated Catholics in good standing with the Church.

Administrators cannot and should not concern themselves with the private lives of employees / volunteers unless their public behavior and / or work becomes a source of scandal to the Catholic faith. If concern of this nature should arise, the program administrator should consult the proper diocesan official for the purpose of raising awareness and seeking information.

Upon confirmation that an employee / volunteer of the education / formation programs for youth demonstrates behavior that is inconsistent with church teachings, the person may no longer be qualified to serve in a given situation for a certain time.

Adopted: November 2001 Davenport Diocese
Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

406.00 Teacher's Salary Step

The annual increment provided in the salary schedule guide is not automatic for each teacher. When a teacher's services, actions, evaluations, growth, and / or performance are found to be unsatisfactory by the HTC School Board, upon recommendation of the Chief Administrative Officer and the Building Principal (if any). The BOE is not obligated to pay the increment for the next succeeding year. When such a situation arises, the affected teacher(s) shall be "frozen" on step. Upon being released the next school term, the affected teacher(s) shall only move one (1) step (increment) each year and not to be permitted to catch up on the steps missed as a result of being "frozen" for a specific length of time.

Professional growth credit shall be given for graduate work as measured by the number of satisfactory completed semester hours from an accredited college or university. The graduate hours must have direct application to the teaching assignment of the teacher. All acceptable courses shall be pre-approved by the Chief Administrative Officer.

Adopted: January 2011
Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

407.00 Benefits

Teachers entitled to benefits will receive such benefits on the percentage of basis of their contract. A teacher working full-time will receive the full benefit offered by the BOE. A teacher working part-time will receive the benefit based upon the percent of the day that he / she works. Health benefits may be available to part-time employees depending on insurer guidelines.

Currently in Staff handbook being used for HTC written by the Diocese

Full-time employees are eligible for benefits. Regular part-time, temporary and seasonal employees are not eligible for benefits. An employee whose status changes from full-time to part-time will have his / her paid time off prorated accordingly for the remainder of the year. Previously accrued time off will not be lost. For purposes of eligibility for paid time off and benefits, an employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change of status. new employees do not qualify for some benefits until completing an eligibility period. Refer to the specific policy to determine the eligibility requirements and effective dates.

Adopted: January 2011
Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

407.00 Benefits

408.12 Health Insurance

The Holy Trinity Catholic School system will provide full health insurance coverage for all full-time employees who choose to enroll, except as noted below. The cost of this coverage will be determined each school term during the budget setting process.

Employees who wish to take added family insurance may do so under the same policy plan. The cost of this additional coverage will be paid by the employee.

Part-time employees may be provided benefits as described in policy 408.10.

EXCEPTION

If a full-time employee or a part-time employee is on a non-paid personal leave of absence which has been approved by the BOE their coverage will terminate effective with that leave. Employees who wish to continue their coverage may do so by paying for the entire cost while they are on approved leave.

Adopted: January 2011
Reviewed: June 2017

407.00 Benefits

408.13 Sick Leave

Sick leave may be accumulated and used in accordance with the following provisions. All numbers and figures apply to full-time teachers. Part-time teachers will be afforded the same benefits on a percentage basis equivalent to the part-time percentage of their contract.

A. Accumulation of sick leave for years of continuous service.

First year 10 days, adding another day per continued year of service. i.e. 2nd year 11 days

The maximum accumulation for sick leave is one hundred and twenty (120) days. At the beginning of each school year each teacher will be given a written statement showing their number of accumulated sick leave days remaining.

B. Sick Leave Usage - sick leave may be used for the teacher's personal illness or within the teacher's immediate family (employee, spouse, children, siblings, parents) within the following guidelines and limits:

1. Personal Illness

Teachers who are absent three (3) or more consecutive days because of illness must present a written doctor's verification of the illness and need of days off to the Building Administrator. The amount of time is limited only by accumulated sick leave time.

2. Illness within teachers' immediate family.

Teachers may choose to use their sick leave time for immediate family illness (spouse, children, siblings, parents)

3. Other Usage

Sick leave days may be used for out-patient treatment, testing, doctor's appointments, or any other necessary medical procedure that the teacher is unable to schedule outside of school hours.

C. Notification

A teacher who chooses to use a sick leave day must contract the Building Principal (or designee) no later than 7:00 a.m. so that a substitute can be obtained. A complete lesson plan should be provided for that day.

D. Procedures

Upon return from leave, the teacher must fully complete and sign the "Report of Absence Form" verifying the reasons and date(s) of absence. Unless this report is signed, payment for the day(s) will not be received.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

407.00 Benefits

408.14 Personal Leave

Full-time teachers of HTCS are entitled to two (2) personal leave days per year. These days may be taken without loss of pay except when the day immediately precedes or follows a school holiday. Only that one day immediately preceding or following the school holiday will be without pay.

Personal leave days must be arranged in advance with the building administrator, except in emergency situations.

Personal leave is to be used for emergency situations, family illness, or personal business that cannot be scheduled outside of working hours. If used for other than this, payment for the day(s) absent will not be received.

Part-time teachers will be afforded the same benefits on a percentage basis equivalent to the part-time percentage of their contract.

When an employee returns from a personal leave, he / she must resume duties.

Only one teacher from any building shall be on personal leave on any school day. (Exceptional circumstances may be approved by the CAO).

*Certified, non-certified, full-time and part-time staff receive two (2) paid personal days per year. Non-certified staff can accumulate up to three (3) personal days and certified staff (teachers, administrators) can accumulate up to four (4) personal days. For certified staff only, unused personal days are converted to unused sick days.

Adopted: January 2011

*Revised June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

407.00 Benefits

408.15 Bereavement Leave

A maximum of five (5) days will be given for Bereavement Leave per occurrence upon the death of any of the following members of the staff's immediate family: spouse, parents, step-parents, grandparents, children, step-children, grandchildren, siblings, in-laws (son/daughter/brother/sister) or other permanent member of the immediate household.

One paid bereavement day will be granted for a non-family member.

Currently in Staff handbook being used for HTC written by the Diocese

The Diocesan entity (HTC) may grant up to five (5) days of paid leave for full-time and regular part-time employees to attend the funeral of and / or make any necessary arrangements associated with the death of an employee's spouse, child or step child. The Diocesan entity (HTC) may grant up to three (3) days of paid leave for other immediate family members. When travel of more than 200 miles from a work site is required, an additional paid bereavement day may be added. Pay will not be given if time does not fall on the employee's regular workdays.

An immediate family member, for the purposes of this bereavement standard, is defined as being one with lineal association such as: Spouse, Employee's children or stepchildren, parent or stepparent, siblings, corresponding in-laws, grandparents or grandchildren

Employees may also take one (1) additional day of paid bereavement leave per contract year to attend the funeral of anon-family member.

Paid time off for bereavement leave will not be considered as time worked for the purpose of determining overtime. With prior approval from their supervisor and in consultation with the administrator, employees requiring bereavement leave beyond that made available by this policy may take time off without pay or use available paid vacation leave. If the supervisor or

administrator permits and employee to attend a funeral of a co-worker those employees attending the funeral service should record that time as "paid bereavement time."

Adopted: January, 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

407.00 Benefits

408.16 Leave of Absence - Unpaid

A teacher will be allowed unpaid leave of absence when they no longer qualify for paid leave. The duration of unpaid leave of absence shall be determined by the CAO with regard to the specific circumstances causing said leave and the effect that it has on the efficient operation of the HTC.

A teacher may request unpaid leave of absence for one semester or one year. A written request must be submitted to the BOE prior to the time contracts are offered to teachers annually. If the unpaid leave of absence is granted by the BOE, the teacher will be reinstated, upon their return to work, to their previous contracted position at a salary and seniority level appropriate to years of service excluding time spent during unpaid leave of absence.

Request for unpaid leave will be judged on an individual basis. Teachers returning from unpaid leave will not be insured the exact teacher assignment that she / he left. This determination must be made by the administration and BOE after consideration of all factors including enrollment, financial position and current staffing position. The teacher will be assured of a teacher position to which she / he is licensed to teach.

Adopted: January 2011
Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

408.00 Teacher's Salary Step

A teacher's salary shall increase by one step with each year of experience regardless of the full-time or part-time status of the teacher's contract. A part-time teacher shall receive a part-time percentage. Teachers off the salary scale shall receive an increase as determined by the HTC School Board.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

410.00 Contractual Obligations - Teachers

A teacher's primary responsibilities is to teach. Her / His energies and time should, to the greatest extent possible, be directed to this end.

The specific obligations of the contract that directs and regards these responsibilities should be supplemented with a professional attitude and behavior that is reflected in being punctual, in meeting assigned class schedules and in other measures of performance.

All teaching personnel shall be issued a Diocesan School Board's contract as found in the Diocesan Handbook.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

411.00 Jury Duty

Employees who are summoned to serve on Jury Duty will receive full pay during the time of such services. Such time will not be charged to Sick Leave or Personal Leave.

Any remuneration received by school employees from the court will be offset against salaries / wages paid by the Holy Trinity Catholic School System. Reimbursement for mileage, meal and other expenses shall remain with the employee serving jury duty.

Currently in Staff handbook being used for HTC written by the Diocese

The Diocesan entity (HTC) will provide paid leave to an employee summoned to serve as a juror. The employee is required to present a copy of the applicable summons or subpoena to their supervisor. The employee is expected to report for work whenever the court schedule permits. If required to serve as a juror, the employee will be reimbursed the difference between the daily fee paid by the public authority and the employee's regular daily pay, if jury duty falls on a normally scheduled workday. Accrual for benefits calculations will not be affected during any portion of jury duty leave.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

412.10 School Year Calendar

It shall be the policy of HTC that the school system "shall adopt a school calendar that identifies specific days for student instruction, staff development and in-service time, and time for parent-teacher conferences." The calendar will follow all the requirements and regulations outlined by the Iowa Department of Education for certified non-public schools.

The Holy Trinity Catholic Schools' calendar will follow the adopted calendar of the Ft. Madison Public Schools as closely as possible to allow for the use of public school buses.
Iowa Administrative Code Ch12.1(7).

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

413.00 Teacher Appearance

Appearance depicts personal pride and professionalism. Teachers are to dress accordingly for all school functions (classes, meetings, school events such as plays, concerts and athletic events, etc.)

Men are to wear dress pants, a shirt with sleeves and a collar. Grooming should be neat; with hair, moustaches and beards neatly trimmed.

Women are to wear dresses, skirts, blouses, sweaters, pant suits or dress slacks. Grooming and clothing should be neat and modest.

Staff members who violate the established dress code may be dismissed from work for the day and subject to disciplinary action. The CAO and Building Administrators are to determine the suitability of appearance.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc.

Teaching Staff Personnel

414.00 Approval Appointment and Dismissal of Teachers

Teachers' contracts will be made by the CAO and will become valid upon the approval of the BOE.

Teachers will be evaluated according to guidelines developed by the *Iowa Department of Education* and the Diocese of Davenport. Contracts and evaluation forms are contained in the Diocesan Policy Manual and Diocesan Employee Handbook.

Teachers will be evaluated by the CAO or his / her designee as long as said person has the *State of Iowa Professional Evaluator's* licensure.

Teachers may be dismissed by the BOE for contractual violations or for failures to satisfy professional standards. This action will be taken only with the consultation, advice, and recommendation of the CAO.

Certain duties such as lunchroom and playground supervision, supervision of co-curricular activities and chaperoning of school sponsored activities are considered to be within the scope of the contract.

Adopted: January 2011
Reviewed: June 2017

414.10 Certified Staff Contract Release

It is the purpose of this policy to provide suitable certified staff for the HTC School System and to provide for suitable replacements for those certified staff members seeking to be released from a signed contract.

The provisions of this policy applies to all certified staff, that are seeking to be released from the terms of a signed contract.

It is the responsibility of the individually affected certified staff member to seek release from their contract in a timely manner and in accordance with the provisions of this policy. It is the responsibility of the CAO of the Board to enforce the provisions of this policy and to make recommendations, within the scope of this policy, to the BOE when a certified staff member seeks to be released from the terms of their contract.

General Rules:

A time it may be necessary for a certified staff member to request to be released from the terms of a contract after it has been signed by the certified staff member and the CAO of the Board. The BOE will be reluctant to grant a release from a contract and will do so only subject to the following provisions:

A. The reason for seeking release must be valid and due to circumstances obviously beyond the control of the certified staff member.

B. If the release is requested before July 1, the certified staff member will deposit with the Business Manager, the sum of \$1,000.00 . If the release is requested after July 1, the certified staff member will deposit with the Business Manager, the sum of \$1,500.00, if the release is requested after August 1, the certified staff member will deposit with the Business Manager \$2,000.00, which will be used to offset expenses needed to secure a suitable replacement for the certified staff member.

C. This policy does not prohibit the BOE from granting a release contrary to these provisions in the case of extreme emergency or for humanitarian reasons.

NOTE: Certified staff not abiding by the terms of this policy will not be released from the terms of a signed contract. In the event that a contracted certified staff member terminates employment without proper release by the Board, CAO will inform the *Iowa State Department of Education* for appropriate action by the Department, in addition to any legal remedies that may be advised.

Adopted: January 2011
Reviewed: June 2017
Revised: January 2022

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

415.00 Equal Opportunity Employment

It shall be the policy of the HTC Schools, Inc. BOE to comply with the Title IX regulations and to insure that there will be no discrimination because of race, sex, religion, color, national origin or condition of handicap in the employment or assignment or other treatment of personnel.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

416.00 Employee Suspension Policy

Purpose: the BOE has a duty to manage its employees pursuant to the provisions of the Diocesan Policy and the School Code. In accordance with this duty, the BOE hereby enacts this Policy to govern suspensions, both with and without pay, of its certified and non-certified employees. This Policy is supplemental to all other powers of the BOE to discipline its employees and does not limit its powers to dismiss, transfer, withhold step increases or otherwise discipline its employees.

Definitions:

A. Disobedience shall include any refusal or failure to follow an order, direction, regulation or policy, whether oral or written, of the BOE or of any person who has responsibility to supervise the employee.

B. Misconduct shall include:

1. Any act or failure to act which causes, or may reasonably lead the BOE or the administration to forecast, substantial disruption or material interference with the education process or the rights of others.
2. Any act or failure to act occurring during the course of an employee's duties which jeopardizes the health, safety and welfare of any person, student, parent or school employee.
3. Any act or failure to act which constitutes immoral conduct.
4. Any act or failure to act which constitute a violation or an attempt to violate any federal or state law or regulations or municipal ordinance and which relates to the employee's duties.

Suspensions with pay:

A. Grounds - An employee may be suspended with pay from his or her duties or for any portion of such duties during a Board investigation of conduct constituting disobedience or misconduct or as might otherwise be appropriate for the best interest of the school district.

B. Procedures

1. Notification. The CAO or his designee may suspend an employee upon written or oral notice which shall specify:
 - a. The reasons for the suspension
 - b. The reasons for the suspension

c. The date(s) and duration of the suspension. If the employee is suspended upon oral notice, written confirmation of such oral notice shall be given to the employee as soon as reasonable.

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

416.00 Employee Suspension Policy - continued

2. Meeting

The CAO or his / her designee shall meet with the employee prior to the suspension to advise the employee of the evidence in support of the reasons for the suspension and afford the employee an opportunity to respond. If the CAO or his / her designee cannot, for reasonable reasons, meet with the employee after commencement of the suspension.

C. Length:

A suspension with pay shall not exceed the duration of any investigation concerning an employee's conduct or ten (10) employment days, whichever is less.

Suspensions without pay:

A. Grounds - An employee may be suspended without pay from his or her duties or for any portion of such duties for conduct constituting disobedience or misconduct.

B. Procedures

1. Notification. - The CAO may suspend an employee without pay upon oral or written notice which shall specify:

- a. The reasons for the suspension
- b. The date(s) and duration of the suspension
- c. The employee's right to request a hearing to review the suspension before the BOE and to be represented at the hearing.

If the employee is suspended upon oral notice, written confirmation of such notice shall be given to the employee as soon as reasonable by a letter stating the reasons, duration and right to request a review hearing and to be represented at the hearing.

2. Pre-suspension hearing - If, in the opinion of the CAO the employee does not pose an immediate threat to others or an ongoing threat of disruption to the education process, the CAO shall meet with the employee prior to the suspension and afford the employee an opportunity to respond.

3. Review hearing

- a. The employee shall be granted a hearing before the BOE or a committee thereof to review the suspension if the employer makes a written request for such hearing to the CAO within five (5) days of receipt of the written notice of suspension. He / she shall have the right to be represented at the hearing by legal counsel or other representative, present witnesses on his / her behalf and cross examine any witness who testifies against him / her.
- b. The employee may be represented by a person of the employee's choice.
- c. The school officials and then the employee shall make a short opening statement as to their position on the dispute.

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

416.00 Employee Suspension Policy - continued

- d. The school officials shall first present their evidence in oral or written form.
- e. After the school official conclude their evidentiary presentation, the employee may present evidence to refute the charges orally or in writing.
- f. Each party shall be afforded an opportunity to cross-examine all witnesses who testify and to examine all written evidence presented.
- g. All relevant evidence shall be received by the BOE without regard to the rules of evidence in such a manner as is appropriate in the circumstances.
- h. The school officials and then the employee may make closing statements at the conclusion of the hearing.
- i. The hearing may be recorded stenographically or by tape at the direction of either party at its own expense. If either party makes a recondition, the other party shall be offered an opportunity to purchase a copy of the transcript or to reproduce the tape.
- j. The BOE may uphold, modify or reverse the suspension. If the BOE reverses the suspension, the employee's lost wages shall be refunded and his record expunged of any notices or material relating to the suspension.

C. Length

- 1. Any suspension without pay shall not exceed five (5) employment days for the first offense and shall not exceed ten (10) employment days for any subsequent offense for the same or similar infraction.
- 2. No employee shall be suspended more than three (3) times without pay during any school year.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

417.00 Teacher Workday

The length of a teacher's workday will be seven and one-half hours. Included in these hours will be free time for lunch. Normally teachers will be expected to arrive at work by 8:00 a.m. and will not leave their assignment until 3:30 p.m. Exception to the stated starting and ending time maybe made by the building administrator in order to accommodate student schedules. Such exception should be rare.

Adopted: January 2011
Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

418.00 Communication With Parents

Teachers must inform parents of any and all failing grades midway through each grading period. As much as is practical, teachers will cooperate with parents / guardians who request more frequent reporting. As HTC Schools adopt on-going grade performance of their children. HTC will send paper grade reports to parents at a minimum at the end of each semester grading period. if parents want progress reports mailed home instead of using the on-line progress report method, the parent needs to inform the administrative leader of the building which their student attends. HTC Schools will hold parent/teacher conferences with K-12 parents at least one time each academic semester.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

419.00 Identifying & Reporting Child Abuse

Any certified staff or administration member who has a reasonable belief that a child enrolled in the Holy Trinity Catholic School System has suffered abuse by a person responsible for the care of that child observe the following procedures:

1. Contact the Department of Human Services (DHS) by telephone or in person to make an oral report of the suspected abuse within twenty-four hours of the suspected abuse.
2. Follow the oral report with a written report on forms provided by the DHS within forty-eight hours of the oral report.
3. Cooperate with DHS personnel in conducting their investigation.
4. Maintain a copy of the school employee's written report in the employee's personal file at home, for the sole purpose of abuse. If a written report is received by the employee from the DHS following the investigation, such report shall be also filed with the employee's copy of the suspected abuse report, or destroyed.
5. The employee shall maintain the confidentiality of the report at all stages following the oral report of suspected abuse.

The employee shall receive training from mandatory reporters within six months of employment, and every five years thereafter. Proof of such training shall be placed in the teacher PERSONNEL FILE.

Adopted: January 2011
Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

420.00 Transfer and Promotion

The best interest of students will be the guiding philosophy concerning transfer and / or promotion of certified staff members. Whenever practical, a request for transfer to another school building or department will be granted by the administration.

All requests for transfer must be made in writing to the CAO stating reasons why the transfer is requested. Before any transfer request is approved the CAO must confer with the Building Administrator / Building Principal / Director.

Probationary teachers may be given a transfer, although the administration may move teachers at any time when such a move is deemed in the best interest of the school system.

All vacancies for positions carrying salary differentials shall be announced to staff members in various bulletins in each building.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

422.00 Confidentiality of Records

Accumulative record folder, containing applications, transcripts, contracts, leave, and travel requests, official classroom visitation reports, and formal evaluations must be kept in the personnel office for each employee. Staff members may examine their personnel folder and may read any and all document except recommendations given at the time of employment which had been labeled confidential.

After examining the contents of the folder, the staff member may make a written statement in response and the statement will be placed in the folder. All reviews must be observed by a

witness designated by the Administrator in charge of personnel. All written responses to any materials in the personnel file must be accomplished within five (5) working days of becoming aware of the information in the file.

Adopted: January 2011
Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

423.00 Solicitation

Non-staff may not solicit or distribute literature in the workplace at any time for any purpose. Staff may not solicit or distribute literature concerning outside activities or interests in working areas during working time. Working time does not include lunch periods or any other periods in which employees are not on duty. Any materials distributed during non-working times must be approved by the building administrator.

Official bulletin boards display important information and employees should consult them frequently. The posting of written materials on official bulletin boards is restricted to those postings required by law, important information pertaining to employees, and other management-approved material. Staff may submit materials to the administrator for posting approval if there is a question of appropriateness. Materials will be removed after a regular interval.

Adopted: January 2011

Reviewed: June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

424.00 Procedure for Reviewing Complaints

Every certified staff member shall have the right to present complaints other than those involving board policy or action in accordance with the procedure for review.

Any person who participates in this procedure shall not be subjected to discipline or reprisal because of participation.

PROCEDURE

Step 1: An attempt shall be made to resolve any complaint by means of an informal, verbal discussion between the complainant and the first person in the administration who has the authority to make a decision on the matter. This person shall be designated to be the principal or the appropriate department head or director. If the complainant begins step 1 with a department head or director and the complaint is not resolved there, the complainant shall attempt to resolve the complaint by means of an informal discussion with the principal before proceeding to step 2.

Step 2: If the complaint cannot be resolved at the first step, it shall be put in writing and presented to the administrator with whom the informal discussion was held. Within 15 school days of receipt of the written complaint, the administrator shall confer with the complainant who may bring a certified staff member of his or her choosing to the conference. If the complaint is not thereby resolved to the complainant's satisfaction, the administrator shall render a written decision within 10 school days.

Step 3: If the complaint is not resolved, the complainant may appeal the decision of the administrator or principal to the CAO within 15 school days following receipt of the written decision at the second step. Within 5 school days after written appeal of the complaint is filed, the complainant, who may be accompanied by a certified staff member of his or her choosing, and the CAO shall meet at a mutually agreeable time to discuss the complaint. At this meeting the CAO shall prepare and deliver a written decision to the complainant within 10 school days following the meeting.

Step 4: If the complaint cannot be settled at the 3rd step, it can be submitted to the BOE through the office of the CAO. After the complaint has been submitted, the BOE shall hear the complaint together with the parties directly involved. The complainant may bring a staff member or other counsel of his / her choosing to the meeting. It will be the intent of the BOE to consider such a complaint, whenever practicable, at the regularly scheduled meeting next following submission of the complaint to the board level. In no event, however, will such a complaint be considered later than the second regularly scheduled meeting following submission. A special meeting may be called if mutually agreed upon.

Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

425.00 Tobacco Free Workplace

The Holy Trinity Catholic School Board prohibits the use of tobacco on school property when such property is being used for any school purpose, which are defined to include all interscholastic or extracurricular athletics, academic or other events sponsored by the Holy Trinity Catholic Schools or in which pupils of the system participates. The terms of this policy will be subject to the following exemptions:

God's Portion Day

*God's Acre Sale

*Harvest Festival

*St. Mary's Fall Festival

Adopted 2005

*Revised June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

426.00 Drug & Alcohol Free Workplace

It is the policy of the Holy Trinity Catholic School Board that all system workplaces shall be free from drugs and alcohol. all employees shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on school premises or while performing work for HTC.
2. The distribution, consumption, possession of or being under the influence of alcohol while on system premises or while performing work for the system.

For purposes of this policy a controlled substance is one which is:

1. Not legally obtainable
2. Being used in a manner different than prescribed
3. Legally obtainable, but has not been legally obtained

As a condition of employment, each employee shall:

1. Agree in writing to abide by the terms of the District policy respecting a drug and alcohol-free workplace
2. Agree to notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the system's premises or while performing work for the system, no later than five (5) days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the system shall:

1. Provide each employee with a copy of the system's Drug and Alcohol policy
2. Post notice of the system's Drug and Alcohol policy in a place where other information for employees is posted
3. Make available materials for local, state and national anti-drug and alcohol abuse organization
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to employees

System Action Upon Violation

An employee who violates the terms of this policy may be subject to disciplinary action, up to and including termination.

The BOE will take disciplinary action with respect to an employee conviction of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

426.00 Drug & Alcohol Free Workplace - continued

The system may require an employee who violates the terms of this policy to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program which has been approved by the BOE.

The following additional requirements must be met in order to comply with the *School and Communities Act*.

1. Provide information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees.
2. Provide employees a copy of the system's standards of conduct and the statement of disciplinary sanctions which may be imposed. (See Diocesan Handbook)
3. Notify employees that compliance with the standards of conduct is required.
4. Conduct a review of the system's program to determine its effectiveness and implement changes to the program if they are needed, and ensure that the sanctions are consistently enforced.
5. Distribute to employees a copy of the standards of conduct, a description of the legal sanctions, description of the health risks associated with the use of illicit drugs and alcohol, and description of available counseling programs and a statement that the system will impose sanctions up to and including termination.

Adopted 2005

Revised June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

427.00 Drug & Alcohol Free Workplace – continued

427.10 Drug & Alcohol Testing Program

This policy support the Drug and Alcohol Testing Program under code No. 403.7R2 which calls for the mandatory random testing of all Bus Drivers operating school busses for the Holy Trinity Catholic Schools.

Covered Drivers

A. Drive a vehicle transporting sixteen or more persons, including the driver, or drive a vehicle weighing over twenty-six thousand one pounds.

B. Require a commercial driver's license to hold the driver position.

covered Drivers Include:

A. applicants seeking a position as a driver

B. full time, regularly employed drivers

C. Casual, intermittent, occasional or substitute drivers

D. Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the school system or who operate a school vehicle at the direction of or with the consent of the school system.

Prohibited Driver Conduct

1. Driver shall not report for duty or remain on duty with a 0.04 breath alcohol concentration or greater

2. Driver shall not report for duty or remain on duty when using any drug except when a physician has advised the driver that the drug does not adversely affect the driver's ability to safely operate a school vehicle

3. Drivers shall not use alcohol while on duty. This includes possessing prescriptions and over-the-counter medicines containing alcohol unless the packaging seal is unbroken.

4. Drivers required to take a post-accident alcohol test shall not use alcohol within eight hours following the accident or prior to undergoing a post-alcohol test, whichever comes first.
5. Drivers shall not refuse to submit to a drug or alcohol test. A refusal to test is considered a positive test result requiring the driver to undergo a substance abuse evaluation and subjecting the driver to discipline up to and including termination.
6. Drivers shall not report for duty or remain on duty performing a safety-sensitive function if the driver has had a positive drug test result.

**Any driver who has had a positive result will be terminated. The driver will be given the opportunity to be re-instated if reasonable and rational explanation for a positive result can be given by the licensed doctor.*

Adopted 2005

Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

428.00 Public Complaints About School Personnel

Constructive criticism of the school system is welcomed through whatever medium when it is motivated by a sincere desire to improve the quality of the services of the school system and to equip the schools to perform their tasks more effectively.

The BOE places trust in its employees and desire to support their actions in such a manner that the employees are free from unnecessary, spiteful or negative criticisms or complaints.

Whenever a complaint is made directly to the BOE as a whole or to a board member as an individual, it shall be referred to the CAO for study and possible solution. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity to explain, comment, and present the facts as the employee sees them.

If it appears necessary, the administration, the person who made the complaint or the employee involved may request an executive session of the BOE for the purpose of fuller study and a decision by this body. In such sessions, hearsay and rumor shall be discounted, as will all emotional feelings, except those directly related to the facts of the situation.

the BOE shall conduct such meetings in as fair and just a manner as possible. The BOE may appoint a disinterested third party to act as moderator to help reach a mutually satisfactory solution.

Complaints and grievances shall be handled and resolved, when possible, as close to their origin as possible.

The proper channeling of complaints is the staff member (certified or non-certified), the principal or immediate administrative supervisor, and the BOE.

Adopted 2005

Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

434.00 Reduction in Staff (RIF)

There are times when it may become necessary to reduce the number of teachers due to the loss of enrollment, financial limitations, curriculum changes or other factors. It shall be the policy of the Holy Trinity Catholic School System to reduce teachers according to the following procedures:

1. Teachers with temporary or emergency certification
2. Teachers with less than two full years of teaching experience will be reduced on the basis of their teaching competency and their qualifications in performing co-curricular duties.
3. Teachers with more than two years of experience will be reduced on the basis of least seniority.

Seniority, as related to reduction of staff, is defined as the total years of experience within the school system stated on the teacher's contracts. For example, a teacher working on a half-time contract will be given credit for one-half year of seniority and a teacher working on a full-time contract will be given credit for one year of seniority.

It shall also be the policy of the BOE to inform teachers no later than May if they shall be affected by a RIF. Those teachers will be given the opportunity to submit a written resignation. If

such teacher would fail to submit a written resignation, the BOE will provide formal notice of termination.

Adopted 2005

Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

440.00 Personnel Evaluation

The BOE shall adopt a performance evaluation process for school personnel. The evaluation is to be conducted by-annually by the building administrator or one properly designated by the administrator / board. A job description for each school employee shall be designed. Personnel evaluation processes of the Holy Trinity Catholic School shall conform to the *Iowa Code Sections 260.33 and 279.14* and all relevant requirement from the Diocesan School Office.

While the major thrust of any evaluation must be the improvement of institution, results of the evaluation may indicate that some staff members should be discharged. Such discharge shall follow the Due Process Procedures as outlined in the Diocesan Handbook.

Adopted 2005

Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

440.3A Evaluation of Non-Certified Personnel

All non-certified employees shall be evaluated on a continuous basis by the immediate supervisor in charge of the employee, under the direction of and in cooperation with the Building Principal / CAO. Any non-certified employee whose work is judged unsatisfactory or who does not comply with the rules, regulations, and policies of the administration to which the individual is assigned, of the school, or of the BOE may be suspended, discharged, or reassigned to a lower level on the salary schedule covering that position.

Adopted 2005
Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

440.3B Evaluation of Non-Certified Personnel

Non-certified personnel shall be discharged from service for legal causes, insubordination, incompetency, negligence, immorality, failure to abide the rules, regulations, and policies of the Holy Trinity Catholic School System. Or for other reasons when in the opinion of the CAO / Executive Secretary and upon the recommendation of the immediate supervisor of the employee, removal of the employee is required for the best interest of the school system.

Adopted 2005

Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

452.00 Sudden Illness or Accident

Teachers, administrators, and all other personnel shall have on file with building principal, emergency procedures which will be followed in the event of sudden illness or accident while said employee is at work for the district. Such plan shall be updated yearly. Such plan should include any emergency procedures that may be taken by school staff to prevent loss of life. The building principal shall make it known to all personnel who in his / her building has CPR

training. The building principal or his / her designate must use his / her judgment when time is of the essence.

Adopted 2005
Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

460.0 Use of Corporal Punishment

The use of corporal Punishment is strictly forbidden. an employee who strikes, slaps or otherwise uses physical force against a student will be subject to immediate suspension without pay. A second offense of this policy may result in immediate discharge.

This prohibition of Corporal Punishment does not in any fashion deny the employee the right of self-defense or the means to act in the best interest of the individual student or part or all of the student body. A prudent use of force may be deemed acceptable / necessary under extenuating circumstances.

400.00 Dioceses of Davenport / Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

465.00 Health & Safety of Personnel

Each employee of the Holy Trinity Catholic School System must be physically and mentally able to perform duties and responsibilities of his / her position and must be free of any condition or disease which may be detrimental to the health and / or safety of students or employees as determined by a licensed physician.

the Diocesan Board of Education recognizes that some employees with a communicable disease, as defined by the *Federal Center for Disease Control* and the *Iowa State Department of Health*, may be able to perform their duties without creating a risk of transmission of illness or other harm to students or employees. The Board also recognizes that there may be greater risk for the transmission of a communicable disease for some persons than for other persons infected with the same disease.

It shall be the policy of the Diocesan Board of Education that these special conditions, the risk of transmission of the disease, and the effect upon the employee shall be considered in assessing the individual's continued employment and / or placement. Responsibility for this assessment rest with the program administrator in consultation with the appropriate diocesan administrator. The Diocese reserves the right to require a physician's statement prior to a decision regarding continued employment and / or placement following contagious illness.

Health data of an employee is held separate from personnel files, is confidential and released only as allowed by law, and shall not be disseminated without strict observance of the employee's right o privacy.

Revised 2002

Reviewed June 2017

400.00 Holy Trinity Catholic Schools, Inc. **Teaching Staff Personnel**

470.1 Employee Sexual Harassment Policy

In accord with its history, mission and philosophy, the Holy Trinity Catholic School believes that each individual should be treated with respect and dignity.

It is obvious that any form of sexual harassment is a violation of human dignity. The school strongly condemns any such harassment. Whether verbal or physical, conduct of this sort violates another person's rights and can create an intimidating, hostile, or offensive working environment. Such conduct when it is genuinely discerned is subject to prompt and effective remedial action. Employees who believe themselves to be victims of sexual harassment are encouraged to report the facts to the Building Principal in order that the school might investigate and take corrective action where appropriate.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes "unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature." When any of four conditions are met:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of employment or obtaining education.
2. Submission or rejection of the conduct or communication used as factor in decisions affecting that person's employment or education
3. The conduct or communication has either the purpose or effect of "substantially interfering" with a person's employment or education.
4. The conduct or communication creates an "intimidating, hostile or offensive" educational or work environment.

PROCEDURES

Individuals who believe themselves to be victims of sexual harassment and who desire school assistance in dealing with the situation should immediately report the details to the building Principal in writing within five (5) school days of the alleged offense having occurred. Or if the Building Principal is the accused go to the next highest administrator and then to the President of the BOE. If the victim does not feel the situation was properly handled by the Building Principal, they should ask to be placed on the BOE's agenda and present their case to the BOE. At the request of either party, this Board action will be conducted in Executive Session.

Adopted 2005
Reviewed June 2017