



# **Keota Community School District**

## **Employee Handbook 2025-2026 School Year**

**BOARD APPROVED - 5/8/25**

## SECTION 1 INTRODUCTION

### A. **Applicability**

This Employee Handbook shall apply to all Full-time and regular part-time teachers, counselors, librarians, nurses (certified employees) and cooks, custodians, secretaries, associates, bus drivers (classified employees) and all others employed in a professional capacity, except it does not apply to the superintendent, principals, confidential employees, temporary employees or substitute employees.

### B. **Effect of Employee Handbook**

This Employee Handbook is not intended to imply any contract of employment or any contractual rights. This Employee Handbook manual does not represent a contractual obligation on the part of the Keota Community School District or its duly authorized representatives. It is each employee's responsibility to become familiar with the policies and procedures of this organization.

This Employee Handbook shall be maintained solely by the District. The Board of Directors of the Keota Community School District and/or the District's administration has the ability to interpret and imply provisions of the Employee Handbook.

### **Board Policy supersedes handbook language.**

### C. **Effective Dates**

This Employee Handbook shall be effective upon being approved or accepted by the Board of Directors of the Keota Community School District or its duly authorized representatives. It shall be in effect for the duration of the school year in which it was approved, unless it is modified using appropriate procedures, including providing notice to all employees covered by this Employee Handbook.

### D. **Savings Clause**

Should any section or language of this Employee Handbook be declared illegal by a court of competent jurisdiction, then that section or language shall be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language shall remain in full force and effect.

### E. **Definitions**

1. The term "Board", as used in this handbook, shall mean the Board of Directors of the Keota Community School District or its duly authorized representatives.
2. The term "District", as used in this handbook, shall mean the Keota Community School District.
3. The term "employee", as used in this handbook, shall apply to all Full-time and regular part-time teachers, counselors, librarians, nurses, and cooks, custodians, secretaries, paraeducators, bus drivers (classified employees) and all others employed in a professional capacity, except it does not apply to the superintendent, principals, confidential employees, temporary employees or substitute employees.

## **SECTION 2 GRIEVANCE PROCEDURE (CERTIFIED STAFF ONLY)**

- A.** A grievance shall mean only a complaint that there has been an alleged violation, misrepresentation or misapplication of any of the specific provisions of this Employee Handbook.
- B.** Every employee covered by this Employee Handbook shall have the right to present grievances in accordance with these procedures, and more than one (1) employee with the same grievance may join in the grievance.
- C.** The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- D.** It is agreed that any investigation or other handling or processing of any grievance by the employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of any employees.
- E.** The following will be the steps of the grievance procedure:

### **First Step**

An attempt shall be made to resolve any grievance in verbal discussion between employee and the employee's principal.

### **Second Step**

If the grievance cannot be resolved verbally, the employee shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific provisions of the handbook, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within twenty (20) school days from the date of occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance with reason therefore and communicate it in writing to the employee and the Superintendent within five (5) school days after receipt of the grievance.

### **Third Step**

In the event a grievance has not been satisfactorily resolved at the second step, the employee shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the employee and Superintendent or the Superintendent's designee shall meet to resolve the grievance. Either party may call witnesses in support of their position. The Superintendent or the Superintendent's designee shall file a decision with reasons therefore within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee and the principal.

- F.** If an employee files any claim or complaint in any form other than under the grievance procedure of this Employee Handbook, then the District shall not be required to process the same claim or set of facts through the grievance procedure.

- G. An employee may be represented at all stages of the grievance procedure by himself/herself and/or, at his/her option, by the representative of the Association, and likewise, the principal may have another member of the administration and/or a representative present at all stages.
- H. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the employee's personnel file.

### **SECTION 3 LEAVES** *(31 less days for the FY 2024-2025 school year)*

Applies to all certified and non-certified staff that work 30 hours or more or have been grandfathered in. If an employee works less than 30 hours per week, then an employee's leave is prorated based on the percentage of time worked.

#### **A. Personal**

Each employee shall be allowed 5 days of personal leave with pay each year that has the days available to use and has coverage.

Quarter days may be taken if a substitute is not needed or coverage within by internal staff.

Scheduled personal leave shall not be used during the first 10 days of the school year or the last 4 days of the school year and to extend a holiday, vacation or break without the approval of the Superintendent or designee.

**Certified Employees** will receive \$100 for each full day and \$50 for each half day of personal leave not used during the contract year.

**Classified Employees** will receive \$50 for each full day and \$25 for each half day of personal leave not used during the contract year.

#### **B. Sick Leave**

Each employee shall be allowed 10 days of sick leave for personal illness or injury and sick child, parent or spouse. The superintendent or designee will grant days needed for extenuating circumstances beyond those people listed. Any unused sick leave days shall be carried over to accumulate to 120 days.

Quarter days may be taken if a substitute is not needed or coverage within by internal staff.

Any unused sick leave days left will not be paid out.

#### **C. Bereavement Leave**

##### **Family Leave:**

Each employee shall be granted leave up to five (5) days per occurrence to full-time employees and on a pro-rata basis to part-time employees (non-cumulative and non-deducted from sick leave) for the death of the employee's family including spouse, significant other, child (including step-child & foster child) son-in-law, daughter-in-law,

brother, sister, brother-in-law, sister-in-law, father, mother, parent-in-law, grandparent, or grandchild. Leave may be taken at a later date with approval by the Superintendent or designee.

**Funeral Leave:**

In case of the death of any other relative or person of unusually close personal relationship, one day of absence shall be allowed without loss of pay for attendance at each funeral upon the completion of a leave slip. Additional days will be granted at the Superintendent's discretion.

**D. Unpaid Leave**

Unpaid leave for employees must be authorized by the Superintendent. The Superintendent shall have discretion to grant or deny the requested unpaid leave. No employee is eligible to take unpaid leave until the employee has exhausted all applicable paid leave unless authorized by the Superintendent.

In making this determination, the Superintendent shall consider the effect of the employee's absence on the education program and District operations, length of service, previous record of absence, the reason for the requested absence and other factors relevant to making this determination. If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and District operations.

Steps for approval/deny after leave has been exhausted

- Step 1: request to supervisor, if denied
- Step 2: Central Office, if denied:
  - Appeals are directed to the Superintendent

**E. Excessive Absenteeism**

Leaves will be reviewed by Administration and the following steps could be taken:

Step 1: Initial Conversation (after leave is exhausted)

Step 2: Written letter of concern/meeting by Supervisor (next occurrence of being gone)

Step 3: Written letter of concern/meeting by Administration

Step 4: Discipline consequences, up to and possibly including termination.

**F. Professional Leave**

The purpose of professional leave is to improve the quality of student learning.

Licensed employees who wish to initiate a request for professional leave shall discuss how the proposed leave will meet this goal with the principal prior to submission of the leave request form. Following the professional leave, the employee shall submit a written report to the Administration that explains the purpose for the leave, what was learned, and how the learning will result in improved student learning. Licensed employees will be granted professional leave at the discretion of the Principal and/or Superintendent.

**G. Extended Leave**

Extended leave without pay may be granted to an employee for good cause on application to the District.

## **H. Family Medical Leave (FMLA)**

Employees are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. Accrued leave days should be exhausted first, and then the following days will be unpaid.

### **1. Maternity Leave - *refer to Chapter 216 in Iowa Code***

An employee may be granted six (6) to eight(8) weeks due to pregnancy, childbirth, or related conditions. An employee's pregnancy or related condition is a temporary disability. The amount of leave provided will be determined based upon the period of disability, as identified by the employee's health care provider.

## **I. Job Injury Sick Leave**

If injured on the job and you have a doctor's excuse to miss work beyond the date of the incident, there is a three day waiting period before Work Comp benefits begin. Day 1 of the incident is paid at normal wage. Days 2 and 3, you can choose to use leave days or have days deducted from your check. Work Comp benefits begin on the 4th day following the incident. The three day waiting period is payable by Work Comp.

## **J. Sick Leave Bank**

1. Commencing with the start of the new school year, the District will grant employees the opportunity to donate one day of their sick leave to a sick leave bank. A decision to participate in the sick leave bank must be made prior to September 1. Employee's remaining sick leave balance that exceeds the maximum individual balance at the end of the school year will be placed into the sick bank balance.
2. In order to be eligible to use the sick leave bank, an employee must have donated one day of sick leave in the current school year. The individual applicant must have used all available sick leave and available personal days.
3. Each employee that donates a day to the Sick Leave Bank may draw on this Sick Leave Bank to a maximum of twenty (20) days in any year after all other leave is exhausted. Requests shall be provided to Human Resources. All requests must be jointly approved by Administration.
4. Employees are only able to withdraw days from the bank for a medical condition such as pregnancy, or serious illness, injury or medical condition where the employee, employee's child, employee's parent or employee's spouse is unable to work, must be verified by a physician, and does not include routine medical exams or day-to-day basis, unless used for serious and/or chronic medical condition.
  - a. Maternity Leave Sick Bank Requests: An employee may be granted six (6) to eight(8) weeks due to pregnancy, childbirth, or related condition. An employee's pregnancy or related condition is a temporary disability. The amount of leave provided will be determined based upon the period of disability, as identified by the employee's health care provider. (Employees will only be granted sick bank days along with their accumulated leave to get to a maximum of 6-8 weeks, anything approved beyond will be unpaid).
5. Unused sick leave bank days remaining at the end of the year will be carried over.
6. In the event that the sick bank has no days to give, then a second request for donation from staff will be made.

## SECTION 4 INSURANCE

- A. Each employee shall receive the sum of \$900 per month to be used towards health insurance, dental, vision, or taken as cash. Proof of group health insurance coverage is required to waive the single health insurance policy. The cost of group long term disability insurance and a \$10,000 life insurance policy will also be paid by the District for the employee. Certified Employees, if health insurance is waived, the amount available to the employee will be \$636.00 if hired prior to 2014, and \$400.00 if hired after 2014 to be used towards dental, vision, wrap around medical plan, additional life insurance or taken as cash. The cost of group long term disability insurance and a \$10,000 life insurance policy will also be paid by the District for the employee, assuming the District can obtain an insurance carrier and subject to the carrier's requirements. All insurance benefits shall begin on the first day of the first full month of employment for new employees. Employees who cease employment with the District will have this coverage continued under COBRA at the employees cost up to 18 months following termination or resignation.

## SECTION 5 BASIC EMPLOYMENT CONDITIONS

- A. **Licensed Employees (Teachers, Counselors, Librarians, Nurses)**  
The work year shall include 169.5 days including 149 teaching days, 3 in-service full days before school, 2 workdays, 15 professional development days (half days), 2 parent teacher conference days (comp day), and 6 paid holidays (Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday and Memorial Day).
1. **Work Day**  
The workday for employees will begin and end at the following times. Flex time is available upon approval by the Superintendent or designee.  
  
Teaching Days: 7:30-4:15  
In-service/Work Day: 8:00 - 4:00  
Professional Development Half Days: 8:00-12:00
  3. Employees may be assigned duties during lunch times, when employees are assigned to noon duties, schedules shall be arranged to allow each assigned employee relief time of thirty (30) minutes to have a meal.
  4. Certified employees shall be entitled to one preparation period per day.
- B. **Classified Employees (Bus Drivers, Cooks, Associates, and Secretaries)**  
Starting and ending times for the work week shall be determined by the needs of the job as determined by the administrator. Any work beyond scheduled time in a week shall be with the prior written approval of the employee's immediate supervisor. Days and Hours will be listed on employee contracts.
- C. **Board Policy**  
The District shall post an updated version of the board policy manual on the District's website.

**D. Transfers (Certified Staff)**

Voluntary transfers and involuntary transfers, hereinafter specified, shall not apply to extra-curricular or extra duty assignments and shall apply to change in grades and subject assignments or transfer to another building.

**E. Voluntary Transfers (Certified Staff)**

Employees who desire to transfer may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which the employee desires to be transferred, in order of preference. Such request for transfer and reassignments for the following year shall be submitted not later than April 15 each year, and The employee shall be notified and consultation shall occur prior to contract issuance, if possible.

The determination as to voluntary transfers shall be made on the basis of certification, academic preparation, and seniority. The Superintendent or designee shall post all openings on the District website and send openings to employees that have email addresses on file in the District office. Openings shall be posted for at least five (5) days prior to the position closing.

**F. Involuntary Transfers (Certified Staff)**

Involuntary transfers shall be on the basis of seniority, certification, and academic preparation and shall not be made for arbitrary or capricious reasons, and only after consultation with the employee who shall be furnished with the written reasons.

**G. Seniority (Certified Staff)**

Seniority will be determined by the number of years in the District. Where an employee has been employed in the District, left and returned, the employee's seniority will be determined by counting all uninterrupted years in the District up to four, plus the most recent four years continuous experience, and shall not be retroactive. An employee laid off for staff reduction shall not lose seniority for one year for purposes of reemployment only.

**H. Reduction in Staff (Certified Staff)**

Staff reduction will be based on certification, evaluation, academic preparation, extra duty assignments, and seniority. All other things being equal, seniority shall prevail. If reemployed within one year of staff reduction, an employee shall retain sick leave and other benefits accrued prior to lay-off. An employee reduced shall have the right to recall not exceeding one year. Contract termination notification deadline is April 30 (Iowa Code 279.15)

**I. School Calendar (see Appendix A)**

Employees shall be notified in advance of the presentation to the District of the proposed school calendar. The decision of the District on the school calendar shall be final. The adopted school calendar shall be furnished to the employees and should have the right to appear before the District Board and make a presentation in regard to the proposed calendar.

**J. Staff Technology Use/Social Networking (see board policy 401.13)**



**K. Incident Report**

If an incident report written by an administrator is placed in an employee's personnel file, a copy shall be promptly given to the employee. The employee shall have ten working days from the receipt of the copy to make a written response which shall also be placed in the file.

**L. Employee Complaints and Harassment (Board Policy No. 401.4)**

Individuals' complaints must be made to Missy Sellers or Gina Bennett.

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

Additionally, pursuant to federal law, formal complaints and informal reports of conduct constituting sex discrimination, including sexual harassment, will always be referred to the Title IX Coordinator and will be governed by the provisions of Code No 103.R2.

**M. Protections for Employees to Pump or Breastfeed Milk at Work**

see FLSA regulation here regarding break time and designated private space for up to one year after the child's birth, please see building principal for the designated location for lactation:

<https://www.dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers>

## **SECTION 6 WAGES AND SALARIES**

**A. Salary**

Is set by and approved by the Board of Education.

**B. Educational Requirements (Certified Staff)**

Certified Employees with a degree shall be required to meet the requirements of continued education as specified by the State Department of Education.

**C. Credit for Experience (Certified Staff)**

Each new employee shall receive full credit up to 12 years of experience.

HF2612 took effect in the 2024-2025 school year and it states: the (minimum) salary for FY 24-25 is \$47,500. This applies to beginning teachers and all teachers not currently at \$47,500 minimum. In addition, teachers that have completed 12(+) years of service must meet the \$60,000 minimum. In 25-26, the minimums move to \$50,000 and \$62,000 respectively.

**D. Employee Retention & Reimbursement (Certified Staff)**

The district identifies hard to fill roles or positions requiring certification, training or endorsement. The district will provide tuition reimbursement in the identified areas. A course(s) of study must be given approval by the Superintendent of Schools or designee. Reimbursement Agreement must be approved by the Board.

**E. Educational Lanes (Certified Staff)**

Employees who move from one educational lane to a higher educational lane shall receive a one time salary increase of \$1,500 to base salary. Evidence of additional educational credit must be filed with the Superintendent no later than five days after the beginning of the second year. Hours beyond the B.A. will be granted with the following guidelines: BA+12, BA+24, MA, MA+12, MA+24

All credits must be approved by the Superintendent or designee before taking the course(s). Forms location in district office.

Courses must be graded (not pass/fail) graduate credits from an accredited institution. It is the employee's responsibility to ensure that the required documentation is submitted in a timely manner along with a written request for advancement. This shall not be retroactive.

Approval of any hours other than the above at the Superintendent's discretion.

A B.A. plus twenty four must be accompanied by a degree plan in the area of the teaching assignment.

The above requirement of a degree plan in the area of teaching assignment will not be required for courses taken for BA+24 lane placement. However, for MA lane placement the degree must be in the area of teaching assignment.

**F. Qualification for Position**

Qualification for any position shall be determined through certification.

**G. District Event Passes**

Employees and one additional family member shall be given free admission to all home district events that involve Keota students. In order to receive this pass, staff are assigned to work two extra duties, see letter I below.

**H. Payday**

Payday shall be the fourth day of the month beginning in September. Each employee will have their paycheck direct deposited in the financial institution of the employee's choice. If the fourth falls on a weekend or a holiday, payday will be on the Friday before or the day before the holiday. The contract will be paid over 12 months, September through August.

**I. Extra Duties**

Employees shall be assigned two extra duties during the school year unpaid. To receive a family pass for students that attend Keota Schools you need to work 4 events. Additional duties (and others assigned) shall be paid at a rate of \$20.00 per event: ticket taking, line judging, supervising dances, working at Homecoming events, Honors Tea, Open House, Parents' Night, Parents' Meeting, and elementary concerts.

**J. Additional Hours of Service (Certified Only)**

If a certified employee voluntarily gives up his/her scheduled planning time to cover for another certified employee, the employee will be paid \$25.00. In order to be paid the \$25.00, the employee must give up his/her entire scheduled planning time for that day. Upon approval of the administrator, one additional coverage is allowed, not to exceed \$50 per day.

**K. National Board Certification**

Employees who earn National Board Certification will receive 5 annual payments of \$1000, for a total of \$5000.

**L. Teacher Leadership Compensation (Certified Staff)**

TLC positions per the DE approved TLC plan; titles and responsibilities could change if the district requests to modify the agreement with the DE. The program will be reviewed on an annual basis.

**Assignment of Teacher Leaders**

Teachers assigned to TLC positions shall retain their regular teaching contract issued in accordance with Iowa Code Chapter 279 and shall be issued a supplemental contract for a one-year assignment relating to their leadership role. The supplemental contract shall not be subject to Iowa Code Chapter 279.

**TLC Wages and Salaries** The stipends for the TLC positions are listed below.

<u>Title</u>	<u># of Positions</u>	<u>Teacher Leader Time</u>	<u>Stipend</u>
BLT Member	1 HS	6 days	\$3000
BLT Member - Mentor	1 HS	6 days	\$3000
BLT Member - SIT	1 HS	6 days	\$3000
BLT Member	1 Elem	6 days	\$3000
BLT Member - Mentor	1 Elem	6 days	\$3000
BLT Member - SIT	1 Elem	6 days	\$3000

**SECTION 7 EVALUATION PROCEDURES (Certified Only)**

**A. The Evaluation Procedure**

The evaluation procedure for District employees will follow a three-step cycle. All employees will enter the cycle steps according to years of experience and placement by the administration. New employees (not in the mentoring program) hired by the District will automatically be placed at the administrator's discretion. Employees will rotate through the cycle in successive order.

**Step 1: Beginning Employees (in the mentoring program)**

Beginning employees will be at Step 1 for two years. A formative evaluation will be done at the end of the first year. A comprehensive evaluation will be completed at the end of the second year.

**Observations:** A first semester observation will be followed by a conference with the evaluator. If necessary, a second semester observation may be done, followed by a conference with the evaluator. Walk-through observations may be done throughout the school year. Employees may choose to complete the optional Pre-Observation Form and give it to the evaluator. Comprehensive evaluations will be included in the employee's personnel file. Recommendations for licensure will be made to the Iowa Department of Education upon successful completion of the evaluation.

**Step 1: Career Employees**

A comprehensive evaluation will be completed by the end of the school year.

**Observations:** An observation will be followed by a conference with the evaluator. If necessary, a second observation may be done, followed by a conference with the evaluator. Walk-through observations may be done throughout the school year. Employees may choose to complete the optional Pre-Observation Form and give it to the evaluator. Comprehensive evaluations will be included in the employee's personnel file.

**Steps 2 and 3:** The Individual Career Development Plan will be turned into the evaluator and approved by September 30. Forms will be included in employee's personnel file. Year-end performance review of plan will be completed by the employee and turned in for review by the evaluator. Forms to be included in the employee's personnel file. Walk-through classroom observations may be done to assess progress of the plan.

**Supportive Assistance:** The evaluator will meet with the employee to design an individualized assistance plan as soon as concerns arise. Progress forms will be completed by the employee and evaluator in a timely manner as determined by both parties in the assistance plan. The final summary form will be completed by the employee and evaluator as determined by the assistance plan.

**B. Notification of comprehensive evaluation**

Employees shall be notified of formal observations prior to the evaluator's visitation. Walkthrough observations may occur unannounced.

**C. Evaluation conferences**

All formative and comprehensive evaluation observations shall be followed by a conference within ten working days. The optional response shall be made within ten working days of the conference.

**D. Grievance of Evaluation**

Evaluations shall be fair and accurate. An evaluation may be challenged through the grievance procedure if arbitrary or capricious and if the evaluation is a basis for denial of any salary or fringe benefit or is the basis for altering an employee's status with the District.

## SUPPLEMENTAL PAY

EXTRA-CURRICULAR SALARY SCHEDULE			
2025-2026 SCHOOL YEAR			
		Percentage of Base Salary:	\$25,500
HIGH SCHOOL ATHLETICS		JUNIOR HIGH ATHLETICS	
Head HS Football	11.5%	1 Coach:2 teams or 2 full A/B games (separate 7th and 8th grade)	
Head HS Volleyball		Football	10%
Head HS Girls Basketball		Volleyball	
Head HS Boys Basketball		Basketball	
Head Baseball		Baseball	
Head Softball		Softball	
Assistant HS Football	8.5%	Girls and Boys Track Combined	
Assistant HS Volleyball		1 Coach:1 team or 1-1.5 games (combined 7th & 8th grade)	
Assistant HS Girls Basketball		Football-3 coaches for 2 teams/2 games	7.5%
Assistant HS Boys Basketball		Volleyball	
Assistant HS Softball		Basketball	
Assistant HS Baseball		Baseball	
JH & HS Cross Country (1 combined Coach)	8%	Softball	
HS Girls & Boys Golf (1 combined Coach)			
HS Girls & Boys Track (1 combined Coach)	10%		
Athletic Director	15%		
High School Music (Vocal,Instrumental, Honor Choir, Concerts, Contests)	6%		
Yearbook	4.5%		
Science Fair	1.5%		
Prom Sponsor	4.5%		
Student Council	2.5%		
Drama (per play)	6%		
Head Speech	7%		
Assistant Speech	3%		
Eagle Wing Editor	4.5%		
Website Manager	6%		
HS Cheer Sponsor-Basketball	3%		
EagleRock!	10%		
National Honor Society	4.5%		
Concesstion Stand Coordinator	\$800		

# APPENDIX A - SCHOOL CALENDAR

BOARD APPROVED -  
JUNE 12, 2025



## 25-26 SCHOOL CALENDAR

### SUMMARY OF CALENDAR

**149** STUDENT DAYS  
**1080** REQUIRED HOURS

**SEMESTER 1** - 68 DAYS  
**QUARTER 1** - 34 DAYS  
**QUARTER 2** - 34 DAYS

**SEMESTER 2** - 81 DAYS  
**QUARTER 3** - 41 DAYS  
**QUARTER 4** - 40 DAYS

### START & END TIMES

**BREAKFAST SERVICE**  
7:40 - 8:00 AM

**SCHOOL HOURS**  
8:00 AM - 3:45 PM

### REPORT DATES

**New Staff** - August 19  
**Certified Staff** - August 20-22  
**Classified Staff** - August 20-21  
  
**Students' First Day** - August 25  
**Students' Last Day** - May 21

### MAKE-UP DAYS

First two snow days will not be made up.  
**Potential Snow Make-up Days:**  
1/16, 2/27, 3/27, 4/17, and 5/1

### CALENDAR LEGEND

- Begin/End
- PD Day - No School
- Quarter
- PT/Conf
- Holidays - No School
- Vacation Days - No School
- X No School

### AUGUST

M	T	W	T	F
18	19	20	21	22
25	26	27	28	29

### SEPTEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### OCTOBER

M	T	W	T	F
		1	2	X
6	7	8	9	10
13	14	15	16	X
20	21	22	23	24
27	28	29	30	X

### NOVEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	X
17	18	19	20	21
24	25	26	27	28

### DECEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	X
15	16	17	18	19
22	23	24	25	26
29	30	31		

### JANUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	X
19	20	21	22	23
26	27	28	29	X

### FEBRUARY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	X
16	17	18	19	20
23	24	25	26	X

### MARCH

M	T	W	T	F
2	3	4	5	6
9	10	11	12	X
16	17	18	19	20
23	24	25	26	X
30	31			

### APRIL

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	X
20	21	22	23	24
27	28	29	30	

### MAY

M	T	W	T	F
				X
4	5	6	7	8
11	12	13	14	X
18	19	20	21	22
25	26	27	28	29

### AUGUST 2025

19	New Staff Orientation Day
20-22	Staff Inservice/Work Day (No School)
21	Open House Night
25	Begin 1st Semester
27	Preschool Starts
29	Friday School

### SEPTEMBER 2025

1	Labor Day (No School)
5 & 19	Friday School
12 & 26	Professional Development (No School)
25	P/T Conf. (JH/HS Only) 4:15-8:15 PM

### OCTOBER 2025

3/17/31	No School
10 & 24	Professional Development (No School)
14 & 16	P/T Conf. (ELEM Only) 4:15-8:15 PM
16	End of 1st Quarter (34 days)

### NOVEMBER 2025

7 & 21	Professional Development (No School)
14	No School
13	P/T Conf. (JH/HS Only) 4:15-8:15 PM
26	Comp Day (No School)
27	Thanksgiving Day (No School)
28	Thanksgiving Break (No School)

### DECEMBER 2025

5 & 19	Professional Development (No School)
12	No School
18	End of 2nd Quarter (34 days)/End of 1st Semester (68 days)
Dec 22-Jan 2	Winter Break (No School)
25	Christmas Day (No School)

### JANUARY 2026

1	New Year's Day (No School)
2	Teacher Work Day (No School)
9	Professional Development (No School)
23	Friday School (HOMECOMING)
16 & 30	No School

### FEBRUARY 2026

6 & 20	Professional Development (No School)
13 & 27	No School
12	P/T Conf. (JH/HS Only) 4:15 - 8:15 PM

### MARCH 2026

6 & 20	Professional Development (No School)
10 & 12	P/T Conf. (ELEM Only) 4:15-8:15 PM
12	End of 3rd Quarter (41 days)
13 & 27	No School

### APRIL 2026

3	Good Friday (No School)
6	Comp Day (No School)
10	Friday School
16	P/T Conf. (JH/HS Only) 4:15-8:15 PM
17	No School
24	Professional Development (No School)

### MAY 2026

1 & 15	No School
8	Professional Development (No School)
17	Commencement
21	Students Last Day
21	End of 4th Quarter (40 days)/End of 2nd Semester (81 days)
22	Teacher Work Day
25	Memorial Day

**SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES**

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and IOWA CODE Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

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

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

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**SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

## **APPENDIX C- DRUG & ALCOHOL TESTING**

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

For more information please see board policy Code No. 403.7



### Title IX – What Do I Need to Know?

#### What is Title IX?

Title IX is a federal law (and accompanying regulations) that require school districts to properly address any complaints of sex discrimination, sexual harassment, or sexual misconduct. It requires *any school employee* who learns of sex discrimination, sexual harassment, or sexual misconduct between students (student-to-student), between employees (employee-to-employee), or between employees and students (employee-to-student) to appropriately respond and *immediately notify the appropriate school district officials*.

#### What is considered sex discrimination, sexual harassment, and sexual misconduct?

**Sex discrimination** is any action taken against a person that denies or limits the person's ability to participate in or benefit from the school district's educational program or activities based on the person's sex.

**Sexual harassment** included: (a) engaging in "*quid pro quo*" harassment where an employee explicitly or implicitly conditions the delivery of an educational aid, benefit, or service on a person's participation in unwelcome conduct on the basis of sex *or* (b) creating a "*hostile environment*" due to unwelcome conduct that a reasonable person would consider to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school district's education program or activity.

**Sexual misconduct** includes acts of sexual violence, such as sexual assault, domestic violence, dating violence, and stalking.

#### If I learn of sex discrimination or sexual harassment, what should I do?

As a school district employee who creates meaningful relationships with students, your role in reporting concerns regarding discrimination and harassment is critical. You should always encourage students to express concerns to you about conduct that may be considered sex discrimination or sexual harassment. You should then *immediately report any allegations* of sexual misconduct (of any degree) to the appropriate school district officials (*see box below*). You are not obligated to (and should not) investigate the allegations or seek to resolve the concerns expressed to you.

You *cannot* tell the student(s) that you will keep their concerns confidential and will not tell anyone. Again, *every school district employee has an obligation to report any allegations of sexual misconduct*. You also should take any concerns expressed to you seriously, and should not discount the student's concerns by using "dangerous words" (*see box at right*).

#### dangerous words

In any investigation into claims of sexual harassment or sex discrimination, certain words or phrases may cause more harm than good. You should AVOID using the following words:

"Just ignore it."

"Can't you just accept a compliment?"

"You must have made them think it was OK."

"Lighten up."

"They wouldn't do that."

"Sounds like nothing wrong happened."

#### Should I still discipline students like I normally do?

*Every time* you receive a complaint regarding student conduct, you must first consider whether the alleged conduct occurred *because of the complainant's sex*. If the complaint in any way relates to claims of sex discrimination, sexual harassment, or sexual misconduct, as outlined above, you must **STOP** any discipline you are pursuing and contact the appropriate school district officials (*see box below*).

#### TITLE IX COORDINATOR

If you learn of a complaint of sex discrimination, sexual harassment, or sexual misconduct, you should contact:

Missy Sellers

[missy.sellers@kco.k12.tx.us](mailto:missy.sellers@kco.k12.tx.us)

641-636-2323

#### What can I do to reduce instances of and decrease the impact of sex discrimination and harassment within the school district?

All school employees are prohibited from engaging in any discrimination, including discrimination on the basis of a person's sex. You *cannot* provide or deny educational benefits or opportunities on the basis of a person's sex. You also *cannot* engage in or tolerate conduct that creates a hostile environment on the basis of a person's sex.

You should take affirmative steps to ensure you provide a welcoming environment for all students and should stop conduct that unfairly targets someone because of their sex. You

must always **act quickly** when confronted with allegations of sex discrimination and report the allegations consistent with this handout and applicable Board policy.

To access Board policies regarding sex discrimination/harassment, visit the District's website.

#### EMPLOYEE ACKNOWLEDGMENT

I do hereby acknowledge receiving and fully reviewing the above information regarding sex discrimination and sexual harassment. I understand my obligations as a school employee. I recognize that, if I have any questions, I can reach out to my supervisor and/or the person(s) outlined above as Title IX Contacts.

Employee Signature

Employee Name (Printed)

Date

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