

EMPLOYMENT INFORMATION

**HANDBOOK**

FOR ALL SUBSTITUTES

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# WELCOME

Welcome to the 2016-2017 school year with Des Moines Public Schools. It is my sincerest hope that you find the challenges of the upcoming year inspiring and your work rewarding and fulfilling. Whether you joined the District only recently or more than forty years ago, I would like to congratulate you for being selected to take part in the essential work of helping educate the youth of Des Moines.

The successful education of today’s youth is vital to our individual students, their families, and our community and it takes an entire community of staff to accomplish our mission that every graduate possesses the knowledge, skills, and abilities to be successful at the next stage of their lives. I am thankful that you have chosen to share your talents, skills, knowledge, wisdom, and abilities with the students of Des Moines Public School District and with your colleagues. Your contribution is needed.

Although each new school year brings its fair share of challenges, each year also brings forth a multitude of special rewards. We appreciate your part in making this the best school district in America. We have a solid trend of success over the past three years and we expect that trend to continue, and with your contributions, to accelerate.

The purpose of the Employment Information Handbook is to provide you with information regarding employment expectations that will be of assistance to you in your efforts to learn about the policies, practices, procedures, and overall philosophy of the Des Moines Public School District. We encourage you to have discussions with your supervisors and other District staff if you have any questions regarding the contents of this Handbook.

We hope your employment in the Des Moines Public Schools will be a long, fulfilling, and rewarding experience.

Sincerely,

Dr. Thomas Ahart Superintendent

# PREFACE

This handbook is prepared for informational purposes. It does not constitute a contract of employment between the Des Moines Public School District (Hereinafter the District) and its employees, and it should not be construed as such. The *Substitute Handbook* is a resource that helps inform employees of expectations and available services. By thoroughly reading this resource employees will be informed of opportunities as well as of potential consequences of failure to meet the expectations of the District.

The policies contained in the *Substitute Handbook* may be changed or amended at any time with or without notice for many employees. For other employees, agreements for specified time periods may be entered into only with the recommendation of the Superintendent, the Chief Human Resources Officer, the Chief Financial Officer, or a Director with the approval of the Chief Human Resources Officer. It is the employee’s responsibility to refer to the DMPS website for updated policies at <http://www.dmschools.org/>

Employees are required to review this handbook annually and to certify that they understand their responsibility to comply with District policies, practices, and work rules. Violations of this responsibility may constitute cause for disciplinary action.

**EQUAL OPPORTUNITY**

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org

# ADMINISTRATIVE OFFICES

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

**Des Moines Public Schools 2323 Grand Ave**

**Des Moines, Iowa 50312**

Office hours are 8:00 a.m. until 4:30 p.m.

You may also reach any employee by e-mail: **first.last@dmschools.org**

When teachers need specialized assistance in working with curriculum and other related instructional areas, Central Office personnel are available to assist. Please contact them through DMPS email, whenever you believe they can be of assistance.

All forms referenced in the *Employment Information Handbook* can be accessed through SharePoint.



# SUBSTITUTE RATES

**2016-2017**

|  |
| --- |
| Substitute Teachers |
| * Daily Rate
 | $135 per day (no benefits) |
| * After 10 consecutive days in an assignment
 | $170 per day (no benefits) |

|  |
| --- |
| Substitute Nurses |
| * RN
 | $135 per day (no benefits) |
| * After 10 consecutive days in an assignment
 | $170 per day (no benefits) |

|  |
| --- |
| Substitute Associates |
| * Daily Rate
 | $84 per day (no benefits) |
| * After 10 consecutive school days in the same assignment (Substitute Associates will be paid retro starting on the 11th day of their assignment.)
 | $89 per day (no benefits) |

|  |  |
| --- | --- |
| Substitute Clerical / Executive Secretaries \*(Sub pool would include sub associates, teachers, or retirees) | $90 per day (no benefits) |
| After 10 consecutive school days in the same assignment | $95 per day (no benefits) |
| Substitute Campus Monitors \* | $105 per day (no benefits) |
| Substitute Administrators \* | $40 per hour (no benefits) |
| Others not listed check with Human Resources before committing to a rate. |  |

**BEFORE YOU BEGIN**

**Requirements**

In order to substitute for Des Moines Public Schools, you must:

1. Submit an application online on Applitrack (see: *Important Resources*).
2. Submit both a Federal and an Iowa W-4 form.
3. Submit an Employment Eligibility Verification form (I-9), and a criminal background check.
4. Submit a copy of your current Iowa teaching certificate and a copy of your transcript (substitute teachers only).
5. If you are a substitute nurse, submit a copy of your current Iowa nursing license.
6. If you are a substitute nurse, complete two hour orientation program conducted by the Supervisor of Nursing.
7. Complete the Universal Precautions and Child Abuse training online through Heartland AEA (see: *Important Resources*) (substitute teachers only).
8. Register with the Automated Calling System (see: *Important Resources*).

**Important Resources**

|  |
| --- |
| **Telephone Numbers** |
| **Automated Calling System** |  |
| **(SmartFindExpress)** | 515-619-6231 |
| **Board of Licensure** | 515-281-6792 |
| **Substitute Center** | 515-242-8100 |
| **Human Resources** | 515-242-7736 |
| **Payroll** | 515-242-7747 |

|  |  |
| --- | --- |
| **Web** | **Sites** |
| **Applitrack (Assignment Postings)** | [applitrack.com/dmschools/onlineapp](http://www.applitrack.com/dmschools/onlineapp/) |
| **Applitrack (Login)** | [applitrack.com/dmschools](https://admin4.applitrack.com/dmschools/adminsignin.aspx) |
| **Department of Human Services (Report of** |  |
| **Suspected Child Abuse Form)** | [dhs.state.ia.us/DHSForms.html](http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/Manual_Documents/Forms/470-0665.pdf) |
| **Des Moines Public Schools** | [dmschools.org](http://www.dmschools.org/) |
| **Heartland AEA (Professional Development** |  |
| **Online Learning System)** | [training2.aea11.k12.ia.us](http://training2.aea11.k12.ia.us/) |
| **SmartFindExpress** | [desmoines.eschoolsolutions.com](https://desmoines.eschoolsolutions.com/logOnInitAction.do) |

**Registering with the Automatic Calling System**

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

To register, do the following:

1. Call the Automated Calling System telephone number (see: *Important Resources*).
2. Enter your employee I.D. number (not including the leading zero), followed by the star (\*) key.
3. Enter your P.I.N. (your employee I.D. number, not including the leading zero), followed by the star (\*) key.
4. Enter a new P.I.N. (It must be at least six digits.)
5. Record your name, followed by the star (\*) key.
6. Your telephone number will be recited to you; this is the number the Automated Calling System will use to contact you. You can modify this number by entering your preferred telephone number (which must include the area code [e.g. “5151234567”]).

## **Photo Security I.D. Badges**

Because Des Moines Public Schools strives for safety, we require that all levels of staff display their security badges at all times. Your first badge will be provided to you at no charge; it can be made for you Monday – Friday, 8:00a.m. – 4:00p.m., at:

Office of Human Resources

* Address: 2323 Grand Ave, Des Moines, Iowa 50312
* Telephone: 515-242-7911

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

## **Email**

It is the responsibility of all employees to regularly check and respond to their Des Moines Public Schools email on a daily basis within the scheduled work week. This is the district expectation barring any emergency or unforeseen circumstances.

## **PREPARING YOURSELF**

## **Requirements**

* Report your unavailability using the Automated Calling System or SmartFindExpress.
* Listen to the “Special Message” category when using the Automated Calling System or SmartFindExpress. This feature may give you pertinent or helpful information regarding the assignment (i.e. lesson plans, seating chart, field trip information, etc.).
* Write down the name of the contracted staff person you are substituting for and the job number when you receive the call.
* Arrive at the school early enough to prepare for the day, or one hour after you receive the assignment call—whichever comes first.
* Sign in at the office of your assigned building with the registrar, secretary, office manager, or clerk. After you have signed in, you will be given your classroom keys, lesson plans, etc.
* Know your building’s emergency procedures, and any specific classroom rules you would need
* Follow suggested lesson plans, even when they are in conflict with your own philosophy.
* Know the Des Moines Public Schools discipline plan. Corporal punishment is a violation of district policy. *Never put your hands on a student in an angry way.*
* Know and comply with the HIPPA policy, do not share health information.
* Send all students with major or minor injuries to the school nurse. If an incident resulting in an injury occurs, keep an accurate account of it. Do not wait until the end of the day to report an injury or accident.
* Sign out at the office at the end of day. Only the principal of the assigned school or his/her designee can release you from your assignment.
* Complete all paperwork your assigned school has for you, ask for help if you need it.
* Leave the teacher a good, clean set of notes.
* Place all items as you found them and leave everything in good working order.

## **Unacceptable Practices**

* Use of your cell phone in the classroom.
* Leaving the classroom when students are present without permission or proper coverage.
* Use of Des Moines Public Schools computers for personal use. Substitutes do not have the authority to access web sites on Des Moines Public Schools equipment.
* Asking to leave early.
* Socializing with students.
* Discussing your personal relationships or situations with students.
* Transporting students in your own vehicle.
* Getting involved in personal discussions.
* Allowing students to leave during the school day without administrative permission.
* Administering medications to students.
* Criticizing the school or the teacher. Do not gossip about one school while at another

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

## **Best Practices**

* Be proactive with the automated calling system or SmartFindExpress.
* Teachers will request you by using your employee I.D. number. Make sure you leave your name and employee I.D. number with the school and/or teacher.
* Fill your schedule ahead of time. You can access the automated calling system and SmartFindExpress at any time to accept future assignments and review your schedule.
* Keep your transportation and childcare schedules flexible.
* Always greet students and staff.
* Begin classes on time.
* Dismiss students on time.
* Balance your decisions with an equal amount of firmness and understanding.
* Use humor appropriately.
* Handle problems calmly.
* Complete other duties as required.
* Prepare for the unexpected—the classroom can be a spontaneous environment.
* Be as helpful as possible. Show your willingness to serve the school and students ( i.e. take your turn at lunchroom duty, playground supervision, etc.).
* Teach as well as you know how. Give students a day that is of educational value.
* When you know an assignment is going to last more than one day, converse with the teacher for better continuity with the curriculum and the students. Prepare the room for subsequent days and grade students’ schoolwork.

## **Assignment Frequency**

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

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

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

# OBTAINING ASSIGNMENTS

## **SmartFindExpress**

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

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

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

**(For SmartFindExpress User Guide, see: *School Directories and Calendars*.)**

##

## **Reporting for Assignments**

The Automated Calling System and SmartFindExpress provide assignment start and end times. You are to remain at school for the duration of your assignment and are not to travel off the premises without permission from your school’s building administrator. At the end of the day, the building administrator will release you from your assignment. On district “early out” days, you may be excused early only with permission from the building administrator. Failure to follow this policy could result in action up to and including termination.

## **Cancelling Assignments**

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

##

## **Termination**

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

Notify the Substitute Center if you will not be able to work for a period of three months or longer (If six months pass without an assignment or contact from you, you may be removed from the substitute pool.) If this should occur and you want to return, you will need to contact Human Resources and restart the application process.

**HARASSMENT AND DISCRIMINATION**

**Series 400**

**Code 402**

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

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

Isaiah McGee, Equity Coordinator

2323 Grand Avenue

Des Moines, Iowa 50312

(515) 242-7662

Isaiah.Mcgee@dmschools.org

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

a. Submission to such conduct is made directly or indirectly a term or condition of an individual’s employment or education, or when:

b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:

c. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Inquiries related to discrimination may be directed to Isaiah McGee, Equity Coordinator, 2323 Grand Avenue, Des Moines, Iowa 50312, (515) 242-7662. Complaints can also be directed to the Director of the Iowa Civil Rights Commission; to the Director, United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin; or to the Region VII Office for Civil Rights within the United States Department of Education, in Chicago, IL.

*Administrative Procedures: Code 402.1*

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

*Last review 2012-2013*

**Series 400**

**Code 406**

**Title: Hostile Work Environment**

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

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

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

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

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

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

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

Inquiries related to hostile work environment harassment or how to file a complaint may be directed to the Human Resources Investigations Specialist, 2323 Grand Ave; Des Moines, Iowa, 50312; (515) 242-7736.

*Adopted January 9, 2007*

*Last review: 2012-2013*

**Series 400**

**Code 407**

**Title: Sexual Harassment**

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

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

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

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

Inquiries related to sexual harassment when an employee is the alleged harasser, including how to file a complaint, may be directed to Isaiah McGee, Equity Coordinator, 2323 Grand Avenue; Des Moines, Iowa, 50312; (515) 242-7662. Complaints can also be directed to the Director of the Iowa Civil Rights Commission; to the Director, United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin; or to the Region VII Office for Civil Rights within the United States Department of Education, in Chicago, IL.

*Administrative Procedures: Code 407*

*Revised February 19, 1991; July 12, 1994; January 9, 2007*

*Last review: 2012-2013*

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

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

Briefly, the complaint procedure includes the following steps:

1. Complainants may talk to their building principal or immediate supervisor to try to resolve the problem informally. If the complaint is based upon the conduct of the Complainant’s principal or immediate supervisor, the Complainant may contact the person’s immediate supervisor. Complaints should be reported as soon as possible after the event giving rise to the complaint.
2. If the Complainant prefers to proceed with a formal complaint, or if the matter has not been informally resolved, he or she may file a complaint with the district Equity Coordinator based on the allegation. Formal complaints should be filed by the Complainant within 180 days after the event giving rise to the complaint or it is determined the complaint cannot be informally resolved.
3. Complaints must be filed using the electronic complaint form at <https://fs8.formsite.com/DMPSchools/form295/index.html> Assistance in filling out the forms can be provided by a supervisor or by calling the Equity Coordinator, at (515) 242-7662. The Equity Coordinator will determine who will be the appropriate investigator.
4. Within 10 working days, the appropriate investigator will begin the investigations. Investigations involving a hostile work environment, will be handled by the appropriate supervisor of that area. Investigations involving bullying or harassment of a student will be handled by the Office of School Culture and Climate, investigations involving discrimination or sexual harassment will be handled by the district Equity Coordinator. Investigations involving Section 504 will be handled by the Section 504 coordinator.
5. An investigation will include taking a written statement from the Complainant, the Respondent(s) names in the complaint, and those witnesses who have been identified who have relevant information pertaining to the complaint. Relevant documentation will also be collected and considered. During the investigation, a Respondent may elect to have a union representative, friend, counsel or any other individual present during interview and subsequent meetings.
6. Within 30 working days, the investigator shall complete the investigation and issue a written report making findings with respect to the individual allegations set out in the complaint and rendering an ultimate finding as to whether the greater weight of the evidence, based on the entire record, indicated the District’s policies have been violated. Under some circumstances, when many individuals are involved in the investigation or an extensive legal review must be done, the investigator will inform the Complainant of the expected date of completion beyond the 30 working days.
7. The District prohibits retaliation against an individual for filing a complaint. Any individual intentionally providing false information in a complain investigation may be subject to disciplinary action.
8. In the event the investigator find:
	1. No violation of District policy, the finding will be shared by the investigator with the Complainant and the Respondent.
	2. A violation of the District’s policies or no violation of the District’s policies but other inappropriate behavior on the part of the Respondent, the findings will be reviewed:
		1. By the investigator with the Complainant and the Respondent; and
		2. By the investigator and Respondent’s principal or the immediate supervisor, the director responsible for Respondent, and a representative of Human Resource Management/ The Human Resources representative will inform the Respondent of any decision regarding disciplinary action.
9. If disciplinary action is warranted, documentation of the disciplinary action will be placed in the employee’s file or the student’s file. All other information regarding the case will be kept in confidential files. Any disciplinary consequences will be kept confidential.
10. The District has no jurisdiction to take disciplinary action over parents and volunteers. However, steps will be taken to ensure individuals do not continue to violate nondiscrimination policies on district property, school-related activities.
11. The complaint will be closed after the investigator has provided the information to the Complainant and the Respondent unless, within ten (10) days of receipt of the final investigative report, either side files a written appeal to the Superintendent setting out the reason(s) why they believe the decision should not stand.
12. In the event of an appeal, the Superintendent / designee shall review the written record and may meet with the appealing party. The Superintendent / designee may affirm, reverse, modify or remand the matter for further proceedings and shall, within twenty (20) days of the written appeal, confirm the decision in writing to the appealing party.
13. Except in the event of a termination of a certified employee, the Superintendent’s / designee’s decision shall be final.
14. A parent or guardian who disagrees with the schools district’s decision regarding a student’s identification, evaluation or educational placement of program accommodations under Section 504 of the Rehabilitation Act of 1973 has a right to an impartial, third party hearing. They may contact Shelly Bosovich, 504 Coordinator, 2323 Grand Ave; Des Moines, IA 50312 or call (515) 242-7714 to make arrangements.
15. The District encourages individuals to use the internal complaint procedure. However, the Complainant may seek legal advice of his or her choosing or file a formal complaint with the Des Moines Human Rights Commission, Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, or other agencies. If the Complainant seeks other avenues of redress, the District may choose not to conduct its internal complaint procedures.

**NEPOTISM**

**Series 400**

**Code 402.3**

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

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

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

*Legal reference: Iowa Code Chapter 71*

*Adopted August 16, 1994; Revised: January 10, 2003*

*Last Review: 2012-2013*

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

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

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

**District Employees as Independent Contractors**

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

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

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

**HIRING STAFF**

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

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

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

# POSSESSION OF WEAPONS BY EMPLOYEES

**Series 400**

**Code 419**

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

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

# PROBLEM-SOLVING PROCEDURE FOR VIOLATIONS OF EMPLOYMENT HANDBOOK

**Definition**

A complaint is a claim by an employee that one of the specific provisions of this

*Employment Information Handbook* or any District policy has been violated.

**Procedure**

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

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

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

**Personnel Investigations**

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

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

**ANIT-BULLYING AND ANTI-HARASSMENT**

**Series 500**

**Code 524**

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

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

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

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

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

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

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

**Sexual Harassment Defined**. The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined by this policy. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

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

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

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

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

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

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

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

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

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

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

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

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

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

*Revised: August 21, 2007 Legal References:*

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

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

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

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

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

**BENEFITS**

Substitute Teachers and Substitute Associates are not eligible for Healthcare Benefits upon hire through Des Moines Public Schools. Future eligibility will be determined on an annual basis in accordance with the requirements of the Affordable Care Act.

We also offer the following services and discounts.

* + You can download the latest version of Microsoft Office for FREE on up to 5 devices.
	+ Discounts with both Verizon and Sprint Cellular services.
	+ Access to Adobe Creative Cloud for a low price.
	+ All of the above are located at the following link: [Discount](https://livedmpsk12ia.sharepoint.com/sites/resources/Lists/Carousel/DispForm.aspx?ID=5)

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**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

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

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

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

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

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

Phone: (800) 356-7089 / Website: [Magellan Healthcare Behavioral Health Members](https://www.magellanassist.com/default.aspx)

# OFFICE OF HUMAN RESOURCES CONDITIONS OF EMPLOYMENT

## **Appropriate Apparel**

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

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

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

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

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

**Acceptable attire**

* + - Clothes that maintain a professional and appropriate appearance
		- Clothes that are neat, clean, and in good repair

**Guidelines**

* + - No shorts or slits in skirts/dresses that are shorter than 4 inches above the knee
		- No cleavage showing – neckline appropriate
		- No spaghetti straps or shirt with straps less than two inches wide, unless covered by a jacket or top that is worn at all times
		- No graphic T-shirts
		- No hats
		- No showing of skin between shirts and pants/skirts
		- All staff will wear their district issued ID badges in a visible location.
		- No flip flops (a sandal, typically of plastic, leather or rubber, with a strap between the big and second toe).
		- School principal / supervisor discretion on questionable clothing
		- DMPS permit employees to wear jewelry or to display tattoos at the workplace within the guidelines listed below. Management will take into consideration whether jewelry or tattoos pose a conflict with the employee’s job or work environment. This includes but is not limited to the following:
			1. Anything that compromises the personal safety or self or others, damage to company property
			2. Interferes with productivity or performance expectations
			3. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic or other characteristic or attributes of a sensitive or legally protected nature
			4. Corporate or societal norms

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

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

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

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

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

**Change of Address and Telephone Number**

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

**Direct Deposit**

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

**Request for Copies**

You may be changed a fee for copies of records, check stubs, W-2’s or other requested documents. Receipts will be provided for all payments.

**Universal Precautions**

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

**Why Take Special Precautions?**

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

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

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

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

Several practices must be implemented to reduce potential exposure:

1. **OSHA** requires employers to offer the Hepatitis B vaccine series to employees who can reasonable anticipate exposure to blood or other infected body fluids. Categories of employees who qualify are listed in the plan. Human Resources will notify you if you are eligible to receive the vaccine. Information about the Hepatitis vaccine is available, and the Des Moines Public School District offers eligible employees the vaccine at no cost.
2. **Universal Precautions:** this is the primary safeguard. Follow these precautions with the assumption that that all blood or bodily fluids are infectious. All employees who perform any procedure that involves blood or bodily fluids should follow the following guidelines:
	* **Gloves:** wear approved gloves provided by the District when touching blood or bodily fluids containing visible blood or any bodily fluids. Change the gloves after each individual contact. Gloves and other supplies needed to practice Universal Precautions can be obtained from the School Nurse.
	* **Cleanup of Blood Spills:** while wearing gloves, wipe away any visible blood with paper towels then wash the area with a disinfectant agent approved for use by the District.
	* **Disposal of Waste:** place gloves and cleaning supplies in a plastic bag. Seal the bag and give it to the nurse or custodian for proper disposal in an approved Biohazard container.
	* **Hand Washing:** always wash your hands with warm soapy water after removing your gloves
3. **Engineering Controls**: place sharps (needles or lancets) in special sharps container.
4. **Personal Protective Equipment**: it is your responsibility to be sure you have the appropriate supplies to safely care for injuries where blood is present. These supplies can be obtained from the school nurse.
5. **Exposure to Another Person’s Blood or Bodily Fluid**: when possible have the person handle their own blood until you can put on your gloves and organize your supplies. If you come in contact with someone else’s blood or bodily fluids, wash the area immediately with soap and water. Report the exposure as soon as possible to the school nurse or department manager. You will be asked to complete an employee injury report and will be referred to our Occupational Health physicians for assessment and treatment if warranted.

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

# EMPLOYEE CONDUCT

The Des Moines Public School District has expectations for the behavior of the staff, as does any organization. Some of these expectations are written in the Board Policy Manual (most staff-related policies are in the 400 series) available in the principal’s office and on the district website [www.dmschools.org.](http://www.dmschools.org.) Others may be found in the *Comprehensive Agreement.* All staff members are expected to be familiar with the pertinent policies and guidelines in these documents.

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

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

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

* + Uncivil conduct
	+ Tardiness
	+ Personal use of e-mail or internet
	+ Failure to maintain satisfactory and harmonious working relationships with the public or other employees
	+ Smoking or using tobacco or e-cigarettes on District property
	+ Foul and abusive language
	+ Inefficiency, incompetence, or negligence in the performance of duties
	+ Gambling in District facilities, or improper use of property
	+ Unauthorized use of District equipment
	+ Sleeping on the job
	+ Insubordination
	+ Failure to fully cooperate or provide truthful information in a District investigation

Offenses that may result in immediate discharge:

* + Fighting
	+ Refusal to work while on assignment
	+ Theft
	+ Willful destruction of property
	+ Gross insubordination
	+ Gross misconduct unbecoming an employee
	+ Conviction of a felony charged by court of proper jurisdiction, provided the felony is relevant to the position
	+ Intentionally releasing confidential information without proper authority
	+ Interference in a District investigation or the intentional frustrating of District purposes and goals
	+ Indecent conduct or inappropriate conduct of a sexual nature
	+ Use of undue influence to gain or attempt to gain promotion, favorable assignment, or other individual benefit
	+ Falsification, fraud, or omission of information in applying for a position or in completing job responsibilities
	+ Failure or inability to complete a required training program that is a part of a job assignment
	+ Possession of a controlled substance
	+ Possession of weapons on District property
	+ Failure to obtain or maintain a current license or certificate required by law or organizational standards as a condition of employment
	+ Violation of, or failure to comply with, an executive order or published rules and regulations of District, i.e. sexual harassment, hostile work environment harassment, chapter 102 (student abuse), Chapter 103, discrimination, etc.
	+ Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization

**Summary of Iowa Administrative Code 281 – Chapter 103**

**Restraint**

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

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

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

**Physical Force**

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

**Physical Confinement**

Physical Confinement is confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student’s egress

(exit) is restricted. All school employees, before using physical confinement and detention, shall receive adequate and periodic training which shall be documented. The District offers Crisis Prevention Intervention (CPI) training for staff members who will likely use physical confinement and detention during the course of their job duties.

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

**Documentation Requirement**

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

**PROPER AND ETHICAL TEST ADMINISTRATION**

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

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

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

test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.”

(Iowa Board of Educational Examiners. 2013. [Licensure Handbook](http://www.iowa.gov/boee/handbook.pdf.old).

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

**Drug-Free Workplace Act of 1988**

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

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

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

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

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

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

**Drug and Alcohol Use or Possession**

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

**Tobacco Free/Nicotine Free Work Place**

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

For the purposes of this policy, “e-cigarette” and “vapor cigarette” includes any electronic or oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor on nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an “e-cigarette”, “e-cigar”, “e-pipe”, or under any other product name or descriptor.

Violators of this policy will be subject to disciplinary action up to and including termination.

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

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

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

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

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

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

**Series 400**

**Code 418**

Employees of the district must notify the office of Human Resources of any arrest, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to Human Resources shall occur within three businesses days of notification to the employee. Except for employees whose duties require possession of a Commercial Driver’s License, simple misdemeanors do not need to be reported by employees. Employees must notify the office of Human Resources regarding the findings in any complaint against them alleging child abuse. Notification of Human Resources of any complaints and findings shall occur within three (3) business days of notification to employee. [Notification of arrest form.](https://livedmpsk12ia.sharepoint.com/sites/resources/_layouts/15/WopiFrame.aspx?sourcedoc=%7bC0A9EB7C-86EB-45ED-A604-D12A0C7CD24F%7d&file=2016-17%20Cycle%201%20Pay%20Schedule%20SP.xlsx&action=default&DefaultItemOpen=1)

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

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

*Legal references: Iowa Code § § 232.68-69; 235A; 279.8; and 280.17 (2011)*

*441 I.A.C. § 152, 155 and 175*

*Adopted August 18, 2000; revised February 7, 2006*

*Last Review: 2012-2013*

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

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

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

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

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

* + Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child under 18 years of age.
	+ The commission of a sexual offense with or to a child, including but not limited to sexual abuse, incest, and sexual exploitation of a minor.
	+ The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child’s health and welfare.

**Criminal Charges**

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

**Simple Misdemeanor**

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

**Chapter 102, Level One Investigator**

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

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

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

|  |  |  |
| --- | --- | --- |
| **School** | **Last Name** | **First Name** |
| Brody | May | JoLynn |
| Brubaker | Adams | Mark |
|  | Soria | Rick |
|  | Hakert | Brooke |
| Callanan | Griffith | Joshua |
| Capitol View | Kerper | Marsha |
|  | Sharkey | David |
|  | Shaw | Haley |
| Carver | Burnett-Requist | Jill |
|  | Safina | Andrea |
|  | Steinfeldt | Beth |
| Cattell | Good | Jennifer |
|  | Catron | Karen |
| Central Academy | Hilton | Kristin |
|  | Gogerty | Jessica |
| Central Campus | Miller | Rebecca |
| Cowles | Grylls | Greg |
|  | Lepeltak | Tracy |
| Des Moines Alternative | Oleson | Randi |
| Downtown | Flickinger | Stephanie |
|  | Arbogast | Teri |
|  | Donovan | Tracey |
| East | Street | Michael (Chad) |
| Edmunds | Rittman | Jaynette |
|  | Bryant | Taylor |
| Findley | Adams | Barbara |
|  | Miller | Rick |
| Garton | Lord | Renita |
|  | Patrick | Jacqueline |
|  | Ratcliff | Elizabeth |
| Greenwood | Howe | Tamma |
|  | Huinker | Eric |
| Hanawalt | Mireles | Judi |
| Harding | Holland | Damon |
| Hiatt | Schmit | Christopher |
| Hillis | Gelfond | Renee |
|  | Hessel | Katherine |
| Hoover | Badger | James |
|  | Panek | Jeffrey |
|  | Stribling | Janet  |
| Howe | Burke | Jill |
|  | Kramer | Jennifer |
|  | Welsch | Deborah |
| Hoyt | Goodhue | Casey |
| Hubbell | Belt | Carrie |
|  | Bentley | Hope |
| Human Resources | Sullivan | Anne |
|  | O’Hara | Tiffany |
|  | Mason | Sheila |
| Jackson | Sobel | Marla |
|  | Wissler | Cynthia |
| Jefferson | Hudnall | Karene |
|  | Minard | Mary |
| Jesse Franklin Taylor | Harrell | Jodi |
| King | LeBlanc | Peter |
|  | Mowery | Nyla |
|  | Bradley | Paul |
| Lincoln | Beckel | Adam |
| Lincoln RAILS | Hummel | Jeffrey |
| Lovejoy | Negrete-Reinders | Laura |
| Madison | Heaberlin | Cory |
|  | Majoros | Sarah |
| McCombs | Sloan | Constance |
| McKee | Valdez | Heidi |
| McKinley | Brass | Lois |
| Meredith | Colemon | Victor |
| Merrill | Kehm | Diane |
| Metro Kids | Bishop | Jane |
| MS Alternative | Oleson | Randi |
| Mitchell | Campo-Westergaard | Tracey |
| Monroe | Banegas | Nicole |
|  | Prior-Sweet | Laurel |
|  | Collison | Carmen |
| Moore | Anderson-Kunz | Michelle |
| Morris | Amos | Sherry |
| Morris | Robinson | Jamie |
|  | Geistkemper | Julie |
|  | Smith | Anita |
| Moulton | Gustaveson-Roskamp | Denise |
|  | Van Dorin | Eric |
| North | McCulley, Jr. | Edward |
| Oak Park | Moton  | Carrie |
|  | Joens | Deborah |
| Orchard Place | Oleson | Randi |
| Pace | Oleson | Randi |
| Park Avenue | Anderson | Dianna |
|  | Berg | Allison |
| Perkins | Koss | Danny |
|  | Mallory | Kelly |
| Phillips | Doyle  | Karen |
| Pleasant Hill | Price  | Terrie |
|  | Soria | Rick |
| River Woods | Shipley | Traci |
| Roosevelt | Blazevich | Joe |
| Ruby Van Meter | Weisz | Cynthia |
| Samuelson | Barcus | Holly |
|  | Roerig | Cindy |
|  | Weers | Carrie |
| Scavo | Rasmussen | Carmon |
| Smouse | Heidemann | Nikki |
|  | Kerchal | Jody |
| South Union | Roberts | Jennifer |
|  | Szakacs | Bill |
| Stowe | Buffington | Karen |
|  | McCright | Joseph |
|  | Williams | Jennifer |
| Studebaker | Crook | Brian |
|  | Hovel-Wright | Cynthia |
|  | Watson | Jeffrey |
| Walnut Street | Burnett | Robert |
| Weeks | Farris-Vermeer | Heather |
| Willard | Hanrahan | Sarah |
|  | Isenhart | Debra |
|  | Kurse | Juile |
| Windsor | Ballard | Justin |
|  | Hickling | John |
|  | Nichols | R Scott |
| Woodlawn | Pattschull | Beth |
| Wright | Hurlburt | Michelle |

**TECHNOLOGY – ACCEPTABLE USE**

**Series 400**

**Code 445**

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

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

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

*Committee Adopted: June 25, 2001*

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

**Acceptable Use of Internet & Networking Technology by Employees**

The following are the established expectations and standards of the Des Moines Independent Community School District regarding the acceptable use by employees of district computers, the district computer network, the internet and other on-line services:

1. The school district encourages employees to learn to use computers, the computer network, electronic mail, and telecommunications tools and apply them in the appropriate ways to the performance of tasks associated with their positions and assignments.
2. Employees shall communicate with telecommunications tools in a professional manner consistent with the law and district policies, including those governing the behavior of school employees and federal laws governing copyrights, confidentiality of employee records, student records and other information confidential under the law.
3. Communication over networks should not be considered by employees to be private. The district’s network administrator(s) or other administrators from time to time may examine all computers and computer network activities and review directories, messages and files to ascertain compliance with network guidelines for acceptable use. In addition, network administrator(s) or other administrators may inspect the contents of any and all electronic mail or files and may disclose the contents to others. Such disclosure may occur at the discretion of the district administration and/or when required to be so by law, by policies of the district, or to investigate complaints regarding electronic mail which is alleged to contain inappropriate material. The network administrator(s) may copy, disclose, move, alter or delete files as may be necessary in the sole judgement of the network administrator(s) or the district administration.
4. Individual staff members may not allow anyone else to access or use the district’s computer network or the internet by using the employee’s personal identification number or password. Employees will be responsible for the security of their own e-mail and network access, and employees will be held responsible for any misuse of their e-mail or network access by themselves or by others.
5. Employees authorized to allow student access to the district’s computers network and internet may do so only according to the student access policy and are responsible for supervising student access. Employees who allow student access to computer networks and the internet in violation of the student access policy may be subject to disciplinary action up to and including termination.
6. The following uses of district network and internet access are not permitted on the part of district employee
	1. Accessing, uploading, downloading, transmitting or distributing pornographic, obscene, profane, abusive, threatening, or sexually explicit material, or material encouraging or promoting discrimination towards individuals or groups of individuals based upon age, race, creed, color, sex, sexual orientation, marital status, national origin, religion or disability.
	2. Violating any local, state or federal statute.
	3. Accession another individual’s materials, information, or files without permission.
	4. Violating any local, state or federal statute.
	5. Unauthorized use of another’s password.
	6. Any unauthorized access or malicious attempts to damage computer hardware / software or networks, or destroying the data of another user, including creating, loading or intentionally introducing viruses.
	7. Using the network for commercial purposes, personal purposes which interfere with job performance or function of the workplace, or other purposes not consistent with the educational objective of the district.
	8. Harassing, insulting, or threatening harm or embarrassment of others.
	9. Gaining unauthorized access to others’ resources or entities.
	10. Invading the privacy of individuals.
	11. Altering the operation of computers as set by the network administrator.
	12. Failing to follow district policy while using computers or failing to follow any other policies or guidelines established by district administration or the employee’s supervisor and failure to follow instructions or supervisors.
	13. Seeking to gain or gaining unauthorized access to information resources or computing devices.
	14. Using the system to communicate, publish or display information, rumors. Disparaging portrayals or any other information which is knows to be false or misleading.
7. Employees are responsible for maintaining a safe and secure environment. This includes the computers and the computer network. Employees must keep passwords secure. Employees will change passwords when directed by the network administrator. Any employee identified as a security risk or having a history of problems with any computer systems may be denied access.
8. The district makes no warranties of any kind, whether expressed or implies, for the access it is providing. The district is not responsible for any damages suffered by employees or by third persons. This included loss of data resulting from delays, non- deliveries, misdeliveries, or service interruptions caused by the district or employee errors or omissions. Use of any information obtained via the internet is at the user’s risk. The district denies any responsibility for the accuracy or quality of information obtained through its system.
9. Any statement of personal belief found on the computer network or internet or other telecommunication system is explicitly understood to be representative of the author’s individual point of view, and not that of all Des Moines Independent Community School District, its administrators, teachers, staff, or the participating school.
10. Employees who violate any part of this policy will be subject to disciplinary action, which could include loss of the privilege of access to the system, and employment consequences up to and including termination.

**Laptop / Mobile Device Agreement**

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

**Additional Resources**

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

**DISTRICT POLICIES AND PROCEDURES**

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

# EMERGENCIES

## **Weather-Related Schedule Changes**

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

[Des Moines Public](http://www.dmschools.org/community/dmpstv/about/) [Schools Cable](http://www.dmschools.org/community/dmpstv/about/) [Channels](http://www.dmschools.org/community/dmpstv/about/)

[12, 85 & 97-3](http://www.dmschools.org/community/dmpstv/about/)

Local Television Stations

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

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

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

Local Radio Stations

The Automated Calling System will *attempt* to contact each substitute to inform him / her of cancellation or delay of his / her assignment. Seeing as weather-related cancellations and dismissals are decided around 6 AM on the day they are to occur, it is best if you rely upon the above media links for updates on weather-related schedule changes.

## **Work-Related Injuries / Illnesses**

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

Emergency

* Iowa Lutheran Hospital 700 E University Avenue Des Moines, Iowa 50316

 Telephone: (515) 263-5612

* Iowa Methodist Medical Center 1200 Pleasant Street

Des Moines, Iowa 50309 Telephone: (515) 263-5612

Non-Emergency

* Family Physicians at Prairie Trail 2515 SW State Street, Suite 200 Ankeny, Iowa 50023 Telephone: 515-964-6974
* Penn Medical Place

1301 Pennsylvania Avenue, Suite 416 Des Moines, Iowa 50316

Telephone: 515-262-7619

* Lakeview Medical Park

6000 University Avenue, Suite 124 West Des Moines, Iowa 50266 Telephone: 515-241-2020

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

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

Inquiries concerning this section may be sent to the following:

Risk Manager

Human Resources

* Address: 2323 Grand Ave, Des Moines, Iowa 50312

• Telephone: 515-242-8131

**Recognizing / Reporting Suspected Child Abuse / Neglect**

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

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

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

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

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

Health Services Supervisor

• Telephone: 515-242-7618

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

Human Resources

Des Moines Public Schools

* Address: 2323 Grand Ave, Des Moines, Iowa 50312
* E-mail: human-res@dmschools.org

• Telephone: 515-242-7736

**Instructions for Mandatory Reporting**

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

Complete within 24

hours of initial suspicion of abuse.

Submit via telephone: 1-800-362-2178

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

Complete within 48

hours of verbal report

(even if intake report is rejected).

Submit form via mail: Centralized Service Intake Unit

P.O. Box 4826

Des Moines, Iowa 50305

or via fax:

(515) 564-4011

2) Written Report

1) Verbal Report

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

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



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

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

**Directions for the AEA Online Learning System**

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

**To register in the system:**

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

**To register for a course:**

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

**To resume a course:**

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

**To print a certificate:**

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

**To edit personal information:**

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

**To update your Employment information:**

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

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

Deb Mendenhall, Nursing Services, at (515) 242-7831 or debra.mendenhall@dmschools.org

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

**SCHOOL DIRECTORIES AND CALENDARS**

Substitute Supplement

* [2016-2017 Regular School Calendar](http://www.dmschools.org/wp-content/uploads/2015/06/2016-17-Reg-School-Calendar-1.pdf)
* [2016-2017 Downtown School Calendar](http://www.dmschools.org/wp-content/uploads/2011/10/2016-2017-DTS-Calendar.pdf)
* [District Calendar](http://www.dmschools.org/about/district-calendars/)
* [2016-2017 Group 2 Pay Schedule](https://livedmpsk12ia.sharepoint.com/sites/resources/_layouts/15/WopiFrame.aspx?sourcedoc=%7bC45DFB07-53C8-403F-AEAB-1743C8B61AE9%7d&file=2016-17%20Cycle%202%20Pay%20Schedule%20SP.xlsx&action=default)

**The SmartFindExpress “Substitute User Guide” can be found when you log into**

**SmartFindExpress (depicted in the image below).**

