



CLAY CENTRAL EVERLY

*Where learning is a journey, not a destination.*

# ***K – 12 FACULTY HANDBOOK***

## **2018-2019**

**You Can't Spell SU**CC**ESS Without **CCE**!**

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## **FORWARD**

This booklet is intended to serve as a guide and ready reference. The program and organization of the Clay Central/Everyly Community Schools cannot be confined to a few pages. Much of what we do is beyond the scope of the following pages. But, in order to be organized, we must adhere to certain processes and uniform procedures. With this in mind, this guide was prepared.

It is necessary to request each staff member to familiarize himself or herself with these contents. In many areas of our endeavors, we must be of one mind and direction. All staff members are also responsible to know the contents of the student handbooks. Student handbooks should be kept readily available for reference use.

If any of the following is not clear, please bring it to the attention of the administration.

## **GENERAL RESPONSIBILITIES, DUTIES, WORK PROCEDURES (ALL STAFF)**

### **HOURS OF WORK**

Tenured employees shall be contracted for a school year on the basis of 193 days. Probationary employees may be employed for three (3) additional days during their first year and two (2) additional days during their second year. Certain employees may be contracted on an extended basis as shall be agreed to by that employee and the Board.

Employees shall receive six (6) paid holidays within the 193 days, which holidays shall be designated by a joint committee consisting of four (4) employees from the Clay Central/Every Community School District and one (1) administrator from the district. The balance of the 193 days shall be teaching, in-service, parent-teacher conferences, and preparation days.

The employee day shall be from 8:00 a.m. to 4:00 p.m., or under a flex-time day for the purpose of early bird classes, with prior administrative approval, which day shall include teaching activities, administrative meetings, and preparation time. It is further understood that the administration may hold administrative meetings before 8:00 a.m. or beyond 4:00 p.m. on occasion. In addition to supplemental pay duties, it is understood by the employees that each employee shall perform five (5) nights of additional duty which shall not be considered supplemental pay and will be with regard to extra-curricular activities. Employee's assigned additional duty may leave at 3:50 that school day.

The employees shall have early dismissal on Fridays and days prior to holidays and vacations at the time as designated by the administration.

In the event of early dismissal of school due to weather conditions, the teachers shall be dismissed shortly thereafter.

### **DISMISSAL**

At Everyly Site –

Dismiss from class	3:16 PM
Shuttle buses	3:21 PM
Regular routes	3:45 PM

At Royal Site –

Dismiss from class	3:20 PM
Shuttle buses	3:25 PM

### **HALL DUTY**

Teachers are expected to be in or around their work area by 8:00 AM every morning to:

1. Be available for students who need to see you, and;
2. Be responsible for hallway supervision near your classroom. It is important that all staff work together to maintain a proper school atmosphere. Teachers are vital to the smooth operation of a school and should assume the responsibility for hallway discipline outside their classrooms on a regular basis.

### **GENERAL INSTRUCTIONS**

It is our responsibility to see that all students protect and care for the property in the school building and on the school grounds. Elementary school teachers have equal authority in correcting secondary students as secondary teachers have equal authority in correcting elementary school children. This is a matter of cooperation, and administrators will certainly back you up on any problems that may arise.

When leaving the building after school or at night, be sure that all papers and books are picked up and your room is neatly arranged.

*At the end of your school day, be sure that all windows are closed and locked. If you are the last one in the building, be sure that the outside doors of the school building are also locked. When leaving the building, always take one last look to see if any lights were left on or windows left open.*

IT IS THE POLICY OF THE DISTRICT THAT ALL STUDENTS ARE TO REMAIN ON THE SCHOOL GROUNDS DURING THE ENTIRE DAY. THEY ARE NOT TO GO UPTOWN OR TO THEIR HOMES DURING THE DAY. ANY EXCEPTION MUST HAVE PRIOR APPROVAL FROM THE ADMINISTRATION. REQUESTS TO GO HOME FOR LUNCH WILL REQUIRE APPROVAL FROM THE APPROPRIATE BOARD OF DIRECTORS.

### **VANDALISM AND VERBAL ABUSE**

Students who vandalize school district property or school district employee's property or show disrespect to an employee to the degree that such action is disruptive to the educational process may be disciplined (suspension, expulsion, or by some other means) appropriate to the act. Students who are to be punished under the provisions of this policy shall have recourse to all avenues granted under due process.

#### Reasons for this Policy –

1. The purpose of this policy is to ensure that the action of a few students who commit vandalism will not affect the educational process of the school district.
2. It is the belief of the board members and administrators that all staff should not be subject to verbal harassment outside of school or their property damaged in any way by students simply because they are teachers.

#### Examples of Possible Situations Covered –

1. Profanity directed at a staff member.
2. Damage done to school property.
3. Damage done to a teacher's house or car.

#### Action that may be Taken by the School

1. The situation will be thoroughly investigated.
2. The problem may be referred to law officials.
3. A student may be subject to detention time, suspension, expulsion, or punished in some other way.

#### Right of Appeal

1. The student or student's parents/guardians may appeal any such action taken by the school.

### **REPORTS**

It is important to have all reports and forms in on time, unless prior arrangements have been made (interim reports, grades, etc.). Students and parents have a right to and expectation of accurate and timely progress reports. Typically, grades should be entered within 24-48 hours.

### **SPONSORING ACTIVITIES**

Each teacher has been assigned a certain number of supervisory duties related to being class sponsors, club sponsors, etc. It is important that everyone pulls his/her fair share of weight of these duties. If you are assigned to be a dance, float building, ticket taking, or other activity, then you must be here unless you make other arrangements with the principal. It is not fair to expect a few teachers to carry the load in this area. All must be willing to do their fair share.

### **PROFESSIONAL ETHICS**

The staff occupies a position of public trust. Community support and respect are influenced by the standards of the staff and their attitudes toward teaching and other

teachers in the system. The CC/E communities have respect for their schools and staff. We want them to continue to support and respect the work we do.

It is important that school-community and parent-school relations operate in a friendly, cooperative, and constructive manner. Parents have a right to information that will serve the best interests of their children and to have all information treated discreetly.

Relationships with students should recognize the differences among students; help to increase the students' confidence in his/her own home and self; and reflect an honest attempt to understand and guide student adjustment and learning.

It must never be forgotten that the teachers are one of the most important persons in any community. Of course, they cannot take the place of the minister, the banker, etc. The way in which our youth are trained means the future of America. The teachers play the greatest role in that training. The teachers have the students in their presence more of each student's waking hours than do parents, ministers, or anyone else. Sometimes teachers never realize their importance and, too often, forget it. Teaching is one vocation where the salary never proves the importance of the position.

Since teaching plays such a vital part in the life of the community and especially in its future, the teachers must show, by actions, that they realize their responsibilities. Also, actions and appearance should demand respect and admiration of patrons and taxpayers.

### **DISTRICTS' STANDARDS**

The district's standards of instruction are based on:

1. An up-to-date and functional curriculum.
2. Highly skilled, educationally-trained teachers.
3. Adequate facilities equipped with modern tools and equipment.
4. Flexibility of operation.

### **Observation and Evaluation Procedure**

A. Observation and evaluations shall be done by the appropriate member(s) of the administrative staff.

B. Notification

1. The evaluation procedure and instrument will be explained and distributed to the employees during one (1) of the fall in-service sessions.

2. Employees who were absent from that in-service session shall be notified of the evaluation procedure and instrument by the administration as soon as possible.

#### C. Observations

1. All probationary employees shall be formally observed at least once each semester of each school year. All other employees shall be formally observed at least once during each school year.

2. A pre-observation conference between the employee and the evaluator will be held at least two (2) to three (3) school days prior to the formal observation to schedule the date of the formal observation and to allow the teacher to discuss any special circumstances surrounding the observation.

3. All formal observations/evaluations of an employee shall be followed with a conference between the evaluator and the employee to discuss the observation.

4. All formal observations shall consist of at least thirty (30) consecutive minutes.

5. A post-observation conference (i.e.: formal summative evaluation) will be held within seven (7) school days following the formal observation. During this conference, a copy of the formal written summative evaluation shall be submitted to the employee to be signed by both parties. The employee's signature does not necessarily mean agreement with the evaluation, but rather, awareness of the evaluation.

6. The formal written summative evaluation shall be completed by April 30 of each year.

7. Nothing contained herein is intended to neither limit the number of observations nor prescribe the length of the observation, except the minimum for formal observations. It is understood that casual observations throughout the year are helpful to the administration in evaluating employees.

#### D. Evaluation File

1. Each employee shall have one (1) permanent file maintained with the board secretary, which file shall contain the formal written summative evaluation and any observation notes relating to that evaluation. Observation notes not to be included with the summative evaluation will be destroyed.

2. Working observation files will be maintained by the evaluators and are available for

review by the employees.

3. The employee shall have the right to reproduce and attach a written response to any of the contents in either file.

### **Transfer Procedures**

Any employee may apply for a voluntary transfer to another grade level or teaching assignment and such application shall be in writing to the superintendent. Denial of a transfer to a vacancy existing at the time of such request shall be in writing. In the event that the superintendent determines that involuntary transfers are necessary, the superintendent shall give written notice to the affected employees as soon as practicable.

### **Staff Reduction Procedures**

#### **A. Procedures for Employee Reduction**

1. Employee reduction will be based on the following categories: Grades PK-6, and Grades 7-12 within subject category.

2. An employee who is notified of reduction will have the right to displace any less senior employee for a particular position, if they have qualifications and certification equal to or exceeding that of the employee to be displaced. Written notice of intent to exercise this right must be given to the superintendent, with a copy to the Association, within three (3) school days after an employee is notified of reduction. Within three (3) school days after the employee gives such notification, the superintendent will notify the less senior employee that he/she is to be displaced.

3. An employee who displaces another employee will be placed on the proper step of the salary schedule for the new position according to their pre-displacement, experience, and education and will retain all accrued benefits.

4. An employee who is to be displaced pursuant to this Section will have the same displacement rights vis-a-vis less senior employees as an employee who is to be laid off pursuant to Subsection 2 above.

#### **B. Seniority**

1. Seniority will be computed from the employee's most recent date of hire and will begin to accrue as of the first day of hire. Seniority will continue to accrue during all paid leaves of absence and for a period of two (2) years from the effective date of the layoff. Seniority will not be broken by unpaid leaves of absence.

Seniority is defined as the length of service in the system calculated on the basis of the actual days of service as they relate to full time for any given year.

C. Compliance

1. Notwithstanding any other provision in the Agreement, no vacancy in a bargaining unit position will be filled by the Board and no work previously performed by employees in the bargaining unit shall be performed by any other person, until the procedures set forth in this Article have been complied with.

D. Qualifications

1. The need to maintain all the programs of the Clay Central/Everly Community School District, including supplemental duties and extra-curricular activities, is vitally important. Educational preparation, competence, and ability shall be considered under qualifications.

### **Health and Safety Provisions**

All employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall be limited to a statement from a licensed physician of the employee's physical fitness. The cost of such examination shall rest with the employer up to a maximum of thirty-seven dollars (\$37.00).

### **Staff Development**

A. Staff development" includes "in-service" and "professional development". "In-service" is defined as any activity sponsored for professionals by the District for the purpose of carrying out the District's policies. "Professional development" is defined as an activity conducted by a practitioner to maintain or improve his or her professional competency. "In-service" is district-based; "professional development" is profession-based.

B. A committee of employees and administrators, the District Leadership Team (DLT), will meet each year to make decisions about the ~~contract~~ content and delivery of in-service programs within the district for the following year.

C. The in-service committee shall have jurisdiction over all district in-service for employees including planning, implementing, and evaluating the content and format of

any in-service training conducted during the in-school work year.

### **New Professionals Mentoring Program**

Definitions:

New Professional Mentoring Program: Clay Central/Everyly Community School District's program of support and assistance for new professionals, pending funding by the State of Iowa.

New Professional: Any licensed individual in his/her first or second year of teaching. All new professionals must participate in the New Professional Mentoring Program.

Instructional Mentor: A teacher who has been trained and assigned to provide assistance to a new professional in the district's New Professional Mentoring Program.

#### A. Wages

Stipends set forth in District Teacher Leadership and Compensation (TLC) plan.

##### 1. New Professionals

Training and required district mentoring meetings outside the regular workday and/or contract year shall be paid at the teacher's per diem rate.

#### B. Evaluation

1. The model Comprehensive Evaluation currently being developed by the Iowa Department of Education pursuant to Section 256.9(51) of the Iowa Code shall be the basis for negotiating the evaluation to be utilized by the district to determine successful completion of the mentoring program under Chapter 284 of the Iowa Code.

2. All professional assistance and interaction between the instructional mentor and the new professional shall be confidential. All written and oral comments between the two (2) shall also be confidential. If the instructional mentor violates the confidentiality agreement, that mentor shall be removed from the program.

The only exception to the confidentiality agreement shall be if the new professional requests that information be shared with an evaluator when all parties are present.

3. Mentoring assistance and induction plan activities shall not be used in evaluating a new professional.

4. Instructional mentors shall not provide data or testimony in subsequent job renewal, termination, arbitration, or licensure proceedings.

5. An instructional mentor shall not participate in any informal or formal evaluation of a new professional, nor be requested or directed to make recommendations supporting or denying continued district employment or recommendations for continuation or renewal for licensure of a new professional.

6. Other than a notation to the effect that a teacher has served as an instructional mentor, a teacher's activities as an instructional mentor shall not be part of that teacher's evaluation.

#### C. Professional Leave

Each instructional mentor and each new professional shall be provided at least two (2) days each quarter of paid professional leave. Such leave may be used in two (2) -hour blocks for the purpose of completing induction activities, including but not limited to, such activities as observing other teachers, conferencing, and individual professional skill development.

#### D. Process For Dissolving Mentoring Partnerships

If a mentor/new professional team experience difficulty or the professional relationship is not working, either the mentor or the new professional may request that a new mentor be assigned. The request shall be granted and a new mentor assigned within ten (10) days.

### **LEAVE REQUEST**

Please follow these steps when requesting leave:

1. Determine what kind of leave you need and read the faculty handbook to determine if you are eligible.
2. Fill out a Leave Request Form. Make sure all lines are complete. You may get these from the main office.
3. Submit the request to your building principal, who will then pass it on to the Superintendent.
4. You will receive notification or approval or denial within 24 hours, when possible.

### **LEAVES**

If you are ill and will not be able to come to work, please call your respective secretary BEFORE 6:30 AM. If no answer, call the superintendent.

### Sick Leave

Sick leave will be granted to employees for personal illness or injury according to the Code of Iowa.

Sick leave may be used for illness in the immediate family (spouse, children).

If there should be an unused portion of sick leave in any one year, it shall be cumulative up to a maximum of one hundred twenty (120) days.

In the event an employee determines that the employee will need to be absent due to temporary disability, the employee shall notify the superintendent of the expected leave dates and keep the administration advised of the employee's condition. The employee will be granted sick leave for those dates missed due to temporary disability. If the employee has exhausted all sick leave due to the temporary disability, they shall receive an unpaid leave of absence until they and their doctor determine they can return to work.

### Bereavement Leave

Up to five (5) days of leave shall be granted at any one time in the event of death of an employee's spouse, child, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, parents, and parents-in-law, and any other member of the immediate household. Employees may be granted up to two (2) total days per school year to be used in the event of death of friends or relatives outside the employee's immediate family as defined above. In the event of the death of an employee or student in the Clay Central/Everyly School District, the principal or immediate supervisor of said employee or student shall grant to an appropriate number of employees sufficient time to attend the funeral.

### Serious Family Illness

Employees shall be granted leave of absence at full pay for a serious illness requiring professional care for a member of the immediate family. A serious illness is defined as an illness, medical condition or injury resulting in an overnight stay in the hospital, use of hospice care, or periodic treatment for an illness, e.g. radiation, chemotherapy, for an employee's spouse, children, parents, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister and brother. This leave shall not exceed 10 days in any one year for a serious illness. Additional days may be granted at the discretion of the Superintendent whose decision in this matter is not grievable.

Requests concerning such circumstances shall be made on the prescribed school

district form and routed through the building principal's office to the office of the superintendent.

#### Professional Leave

Absence, with or without pay, may be authorized by the superintendent to permit certified employees to attend local, district, state, or national meetings or conferences of a professional nature. Authorization for such absences can only be obtained by written request to the superintendent prior to attendance at such meetings. Approval of attendance at meetings or conferences shall be based on their ability to provide meaningful contributions to the improvement of the educational program, which decision shall be made at the discretion of the superintendent. Three (3) days of paid leave will be made available for persons to attend ISEA activities.

#### Jury Leave

An employee called for jury duty during school hours, or who is required to appear by subpoena at any judicial proceeding, shall be entitled to leave with full pay. Any fees (not expenses) received will be returned to the district.

#### Personal Leave

Each employee may request two (2) personal leave days per school year. The request shall be made to the superintendent two (2) days in advance of the day requested for leave except in the case of emergency.

Personal leave day may be used for any purpose desired by the teacher, subject to the following conditions: the day shall not be taken by the employee during the first week of school or the last week of school or the day immediately prior or subsequent to a holiday and/or vacation. Further, the administration may limit the number of employees leaving on the same day to the number of available substitutes. The first day of personal leave shall be at full pay. The employee taking the second day of personal leave shall have deducted from the employee's salary the amount of money which the district is paying a substitute teacher at that time, whether or not a substitute is actually obtained for the second day.

#### Emergency Leave

Emergency leave may be granted by the superintendent for situations not covered by existing leave policies. If a substitute is hired, the cost of the substitute will be deducted from the pay for that day of service. Requests will be considered on an individual basis and leave will be approved or denied on the merits of each individual circumstance at the discretion of the superintendent.

### Military Leave

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave as provided in Chapter 29A of the Code of Iowa.

### Unpaid Leave

Absence without pay may be authorized by the superintendent or his/her designee. The employee shall apply for unpaid leave, before the leave begins.

## **FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES – YOUR RIGHTS FAMILY AND MEDICAL LEAVE ACT OF 1993**

FMLA requires covered employers to provide up to 12 weeks unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

***Reasons for taking leave:*** Unpaid leave must be granted for any of the following reasons:

- \* to care for the employee’s child after birth, or placement for adoption or foster care;
- \* to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- \* for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

***Advance notice and medical certification:*** The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- \*the employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- \*an employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third

opinions (at the employer's expense) and a fitness for duty report to return to work.

***Job benefits and protection:***

- \*for the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- \*upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- \*the use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

***Unlawful acts by employers:*** FMLA makes it unlawful for any employer to:

- \*interfere with, restrain, or deny the exercise of any right provided under FMLA;
- \*discharge or discrimination against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

***Enforcement:***

- \*the U.S. Department of Labor is authorized to investigate and resolve complaints or violations.
- \*an eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

***For additional information:*** Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

**SUBSTITUTE FOLDERS**

Each teacher must have a file for substitutes containing the following items:

1. Time schedule.
2. Seating charts.
3. Attendance information.
4. A few forms often used (attendance, discipline, passes, etc.)
5. A copy of the student handbook available in your room.
6. One day emergency lesson, an extra activity prepared for the substitute just in case there are no other lesson plans available. This could be a worksheet, a reading

assignment, or anything you might be “saving for a rainy day.”

7. Anything else you can think of that might be useful. Gather all information together with the instruction sheet on the top and put it in a conspicuous place so it can be easily found when you're gone. The more we can do to help our substitutes, the more likely they will think of this as a place to which they would like to return. It will also help your classes run more efficiently when you're away.

### **REQUISITIONS**

We have requested that you order supplies, materials, texts, etc. in the spring of the preceding school year so that budgets can be established. Very few midyear purchases will be approved. If you need something, this is the proper procedure:

1. Discuss the need with the principal.
2. Complete a requisition via web link.
3. Fill it out completely. Include name and address of vendor, date, your name, when you need the item, number ordered, catalog number, description of item, unit price, total price, and a total of all items ordered.
4. Submit the requisition to the principal.
5. All requisitions shall be processed through the Superintendent's office.

### **CHILD ABUSE**

By Iowa Code 232-696, every certified school employee who reasonably believes a child has suffered abuse, must report that abuse. Forms are available in the office.

### **MASTER CALENDAR FOR ACTIVITIES**

Following is the procedure which should be used when scheduling events related to activities:

1. If you have a date to schedule on the master calendar, check the calendar first to see if the date is open.
2. Check with the appropriate principal and the activities director.
3. Ask the activities director to put your event on the calendar. Do not enter the information yourself.

### **FIELD TRIPS**

Please follow these steps when requesting a field trip:

1. Prepare all details and then discuss it with the principal. Fill out a “Field Trip Request Form” with the principal. Please remember that you will be taking students from another teacher in taking a field trip.
2. Get permission from the principal. The calendar must be checked first. If there are too many other activities planned on or around the date you chose, an alternate date may

have to be found. If going out of state, board approval is required. Plan sufficiently in advance to allow for all arrangements to be made.

3. Get enough Field trip Permission Forms for your students. Parents and teachers must sign these. A teacher has the right to refuse to sign the form if the student is behind in his/her work. Any one teacher has the right to refuse permission to go on the trip, but it must be remembered that there may be a day when you need to have your students ask for permission from other teachers. We all need to be cooperative in this matter.

4. Students may not go on the field trip if all signatures have not been obtained.

5. If possible, summer field trips should be considered. Transportation is easily arranged and students are not taken from other classes.

If a large group is going on a field trip, prepare a list for the office so that names may be shared with other teachers in advance. Teachers are encouraged to contact any individual in the community or close vicinity that might serve as a resource person on topics being covered in class. The office must be notified in advance when a resource person will be visiting classes. Teacher in charge of school groups will be responsible for their mode of dress and conduct should be no different than activities held within the confines of Clay Central/Everyly. Any misconduct could jeopardize future trips for those students or the activity.

### **GUIDANCE AND COUNSELING PROGRAMS**

The atmosphere of the counseling program should be one which provides:

1. Counseling and guidance.
2. Occupational information.
3. Educational information.
4. A permissive atmosphere for any student problems.

The overall guidance program is designed to aid the students in:

1. Individual student planning,
2. School counseling curriculum,
3. Response services,
4. System supports, and
5. Placement services.

Guidance itself deals mainly with aiding the students in making educational and vocational decisions which will be most rewarding to them. This often is done in a group setting.

Counseling is that part of guidance which tends to take place in the guidance office.

If you should wish at any time to go over any of your student's cumulative records, please inform the guidance counselor and a time can be arranged to do so.

### **TRANSPORTATION REQUESTS**

If you need a bus or school car for an activity trip, field trip or for school use, set this up with the Transportation Director and fill out a transportation request form 10 days prior to the trip.

### **AEA MATERIAL**

We are on the Thursday AEA van route. Materials will be picked up and delivered in the morning. If you have material to be sent back, please make an effort to get it to the office on time. Items left in the office will be returned to the AEA on the following route.

### **RETENTION POLICY**

Parents of students being considered for retention will be notified in the spring. They will be informed that their child is having difficulty and that the retention committee would like to meet with them regarding their child's progress. The retention committee will consist of all teachers of the student being considered and the appropriate principal. Information from parents, student's grades, and attendance will be considered. Parents will be afforded opportunity to express their views regarding their child's progress at this time.

### **COMMUNICATION WITH THE HOME**

One of our most important responsibilities and one that, if done well, can improve school/community relations, is to keep in touch with parents. Teachers need to phone or write when a student is having academic difficulties, discipline problems, or social problems. It is also important for teachers to inform parents when their son or daughter is making significant progress or contributions.

### **SCHOOL ANNOUNCEMENTS**

We will not ordinarily interrupt classes for announcements except at the beginning and end of the day.

### **STUDENT SUPERVISION**

Students must be supervised at all times during the school day. Classes should not be left unattended (be sure to call someone in if you need to leave the room for any reason). Students will generally not be allowed in the building until 8:10 AM or after 3:45 PM, unless a teacher requests that they come in.

As a staff we share the responsibility of student control. We encourage fairness in handling students – be **firm and consistent** in your approach. All teachers are responsible for students not only in the classrooms but, also, in the halls, the lunchroom, and anywhere in or on the school grounds. Inappropriate behavior by students anywhere should be a concern to all of us. Teachers are expected to exercise authority in correcting such behavior regardless of time or location.

### **CLASSROOM DISCIPLINE**

CCE is implementing Positive Behavioral Interventions and Supports (PBIS) school-wide. The three tenets of our program are Be Respectful, Be Ready, and Be Responsible. Expectations for each of these tenets have been outlined for many of the common areas including classrooms, hallways, buses, and playgrounds. Please refer to the student handbooks for more specific information.

### **ACTIVITY AND EXTRA-CURRICULAR PROGRAMS**

Activity programs held during the school day are to be attended by all teachers in the grade levels affected. They are not to be considered free periods (unless it is your scheduled preparation period). Supervision is necessary for these programs as much as it is needed for any class or study hall. Students recognize and appreciate staff support for their efforts. Attendance at and support of student activities can pay dividends in positive teacher-student relations.

### **STUDENTS EXCUSED FROM CLASS FOR ANOTHER ACTIVITY**

Such an excuse may be granted after first discussing the occasion and student involved with the teacher concerned and then, if permission is granted from the teacher, inform the administration and get their permission.

### **EDUCATIONAL EQUITY POLICIES**

The Clay Central/Every Community Schools' policies are to not discriminate on the basis of gender, race, color, religion, national origin, creed, age, marital status, sexual orientation, gender identification, or disability in it's educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society.

One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, and disability.

The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, and Section 504 may be directed to the Affirmative Action/Grievance Officer of the respective district, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Contact Persons: Royal Building – Diane White 933-2242

Everly Building – Curt Busch 834-2227

### **STAFF MEETINGS**

The schedule for staff meetings will be announced by the Principal. The staff meetings are primarily an informational meeting and an opportunity for you to bring up anything of mutual concern to teachers and principals.

### **GRIEVANCE PROCEDURE**

Students, parents of students, or employees of the Clay Central/Everly Community School shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

#### ***Level One-Principal or Immediate Supervisor***

(Informal and Optional – may be bypassed by the grievant)

#### ***Level Two – Title VI, Title IX, and Section 504 Compliance Office***

If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Grievance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen working days from date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Grievance Officer shall investigate the

complaint and attempt to resolve it. A written report from the Grievance Officer regarding action taken will be sent within fifteen working days after receipt of the complaint.

### ***Level Three – Superintendent***

If the complaint is not resolved at level two, the grievants may process it to level three by presenting a written appeal to the Superintendent within ten working days after the grievants receive the report from the Grievance Officer. The grievants may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten working days after receipt of the written appeal.

This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, The Federal Office of Civil Rights, or other agencies available for mediation or rectification of civil rights grievances or to seek private counsel for complaints alleging discrimination.

### **ADMINISTRATION OF MEDICATION**

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.

7. In each building that houses a full-time registered nurse, access to the medication shall be under the authority of the nurse.
8. In each building that houses a less than full-time nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
9. A written record will be kept on any medication (s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
10. At the end of the school year, or at the end of the dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation passed in 1992, there are now restrictions as far as which individuals may be required by the school district to administer any medications.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office which will be dispensing the aspirin. These over-the-counter medication must be in the original container (cannot give any medication that is not properly labeled.) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.

### **CHURCH NIGHT**

Wednesday night is designated as open/family/church night. No school functions, practices, or games will be scheduled after 6:00 p.m. on this night. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night.

### **HUMAN GROWTH AND DEVELOPMENT**

The eleven topics of instruction mandated by law:

1. Self-esteem, responsible decision making, personal responsibility, and goal setting
2. Interpersonal relationships
3. Discouragement of premarital adolescent sexual activity
4. Family life and parenting skills

5. Human sexuality, reproduction, contraception, family planning, and prenatal development
6. Sex stereotypes
7. Behaviors to prevent sexual abuse or sexual harassment
8. Sexually transmitted diseases, including acquired immune deficiency syndrome, their causes and prevention
9. Substance abuse prevention and treatment
10. Suicide prevention
11. Stress Management

Parents, guardians are to annually receive information about the curriculum used in their child's or children's grade level. This information will be available when they register their child or children for school. Parents have the right to inspect the instructional materials prior to their use in the classroom. Parents also have the right to have their child or children excused from instruction on any of these topics or objectives within a topic. Parents must sign a form in the principal's office specifically stating the objectives from which the child is to be excused.

### **ASBESTOS**

Federal Environmental Protection Agency guidelines require that all employees be supplied with written notice of location, by room or building area, of all friable asbestos-containing material in our schools.

You are hereby notified that the Royal School building has been inspected and the following areas have been identified as containing friable asbestos-containing material:

1. Elementary classrooms ceilings – all have been encapsulated with four (4) coats of prescribed paint
2. Lunchroom ceiling – has been encapsulated with four (4) coats of prescribed paint
3. Steam pipes under the stage
4. Steam pipes in the maintenance tunnels

You are hereby notified that the Everly building has been inspected and the following areas have been identified as containing friable asbestos-containing material:

1. Boiler room
2. Heat pipes in the tunnels

Most floor tile has asbestos in them, however, they pose little health hazard to anyone.

The district's Asbestos Plan is maintained for viewing in the Superintendent's office. The latest three-year Asbestos Inspection occurred November 22, 2016 and the latest Iowa Department of Public Health Asbestos Inspection occurred August 2010.

## **ELEMENTARY STAFF**

### **YOUR CLASSROOM**

Room preparation and organization are very important. Your room should be neat. Bulletin boards add to the educational climate. Where possible, teachers should consider the following:

1. Room lighting and natural light as it comes into the room
2. Areas of the room that students may use (closets, cupboards, etc.)
3. Students' desks/tables positioned so that students may easily see the board or overhead screen
4. Children with vision or hearing problems should have preferential seating, etc.

### **DISCIPLINE**

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### **ELEMENTARY STUDENT BEHAVIOR CODE**

Please refer to the appendices of the student handbook for more specific information.

### **RECORD-KEEPING**

Complete attendance sheets first thing in the morning with lunch count. Submit it to lunch supervisor who will, in turn, submit it to the secretary.

### **GRADES**

Teachers will grade on a four point scale:

- 0 - No attempt
- 1 - Does not meet the standard
- 2 - Approaching the standard
- 3 - Meets the standard
- 4 - Exceeds the standard

Percentage conversion chart (percent to four-point scale):

4 Pt Grading Scale (Conversion)					
4	92-100	3	82	2	72
3.9	91	2.9	81	1.9	71
3.8	90	2.8	80	1.8	70
3.7	89	2.7	79	1.7	69
3.6	88	2.6	78	1.6	68
3.5	87	2.5	77	1.5	67
3.4	86	2.4	76	1.4	66
3.3	85	2.3	75	1.3	65
3.2	84	2.2	74	1.2	64
3.1	83	2.1	73	1.1	63
				1	62
				0	0-61

When students are having difficulty, please confer with the parents. Keep the principal informed and documentation (mid-quarter progress reports) is vital. We will continue moving toward competency-based reports this year.

### **LUNCH BEHAVIOR**

The lunchroom is an extension of the classroom, and teachers should be with their respective classes at all times. Complete silence is not expected, but reasonable behavior and noise levels should be maintained.

### **ESCORTING STUDENTS TO THE BUS**

You must take your students to the bus loading area and keep them in a group until the driver is ready for loading. Safety is our first consideration.

### **LEAVING THE BUILDING**

If you need to leave the building during the day, notify your principal that you will be out of the building.

### **USE OF THE TELEPHONE**

Use of the telephone by students should be restricted to appropriate times and with a staff member's permission. The staff member should make inquiry about whether the

call is local or out of town. Long-distance calls should be collect or billed to the home phone. Please stay in the area while the student is making the call.

### **LESSON PLANS**

Planning is a vital part of lesson design. All staff members should plan lessons several days in advance so that most effective use of time can be made. Your lesson plan book should be left at your desk so that in the event of your absence, the substitute will have class direction. A copy of your daily schedule should be kept with your lesson plans.

### **ACCIDENT REPORT FORM**

All accidents, regardless of severity, must be reported to your principal. Please make notes of the occurrence in your daily records and keep a copy of their report for later reference.

### **FIRE AND TORNADO DESTINATIONS**

Destinations will be determined in the fall of the year according to class sizes and facility space. All students should be advised as to their disaster destination the first day of the school year. Drills of each type will be conducted each year, as required by law. Students should be instructed as to the most appropriate body position when taking cover in their respective area.

### **RULES FOR APPROPRIATE STUDENT FOOTWEAR**

Students are required to have tennis shoes for the expressed purpose of P.E. and inside recess. Boots shall be worn after the first snowfall and continue their use until the staff determines they are no longer appropriate.

### **AFTER SCHOOL DESTINATIONS**

Teachers must secure a written permission note or receive a call stipulating a destination change for a student.

### **PARENT-TEACHER CONFERENCE**

The classroom teacher should be prepared in advance and have appropriate records and student work for the conference. Please structure your seating so that you may sit with the parent and not across (in opposition to) from the parent. Conferences should be generally informal and pleasant while providing the parent necessary information to assess their child's progress.

### **CURRICULUM ARTICULATION PLANS**

Iowa Core Curriculum is the basis for all instruction at CCE. Board-adopted texts and

the instructional manuals and teacher guides should be used as your primary curricular source. Teachers are always encouraged to supplement their respective classes, but must not make extreme deviations from the core curriculum. If you have questions about course notification, please consult the elementary principal.

## **SECONDARY STAFF**

### **CLASSROOM RESPONSIBILITIES**

When in charge of a class or students, you are responsible to be there supervising them. All teachers are to be around their classroom by 8:00 AM so that students who need extra help can see you.

### **ATTENDANCE**

1. First thing, first period, take attendance and record absent students on HS JMC. Also, take lunch count. It is important that each teacher do this thoroughly.
2. Do not admit students who have been absent without an admit slip. Send them to the office.
3. Ask to see admit slips.
4. Rules regarding tardiness will follow the student and handbook policy.
5. Be consistent!

### **STUDENT HANDBOOK**

As was indicated in the forward of this handbook, it is important that all teachers read and keep a copy of the Student Handbook. It is not expedient to rewrite many of the items it contains into this handbook. Therefore, it is your responsibility to know the contents of the Student Handbook and use it as a reference.

### **STUDY HALLS RULES**

Students may speak or form study groups with the teacher's permission. There is no time limit, but the conversations must be school related and each session requires permission. Noise levels are to be determined by the teacher and no boisterous activity will be tolerated. Checking out of study hall is a privilege. Students who abuse their privileges, lose their privileges.

### **LIBRARY RULES**

The library is to be used for research, reading, or checking out and in books in a very quiet atmosphere.

### **STUDENT DISCIPLINE**

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## STAFF ORGANIZATIONAL CHART

### NAME

### POSITION

#### **ADMINISTRATION**

Dennis McClain	Superintendent/Elementary Principal, Head Baseball, Asst VB
Curt Busch	Jr./Sr. High Principal/Activities Director
Diane White	Board Secretary/Treasurer
Joyce Morgan	Business Manager

#### **FACULTY**

Kathy Barnett	Librarian
Lynn Cronk	Third Grade
Tanya Ecker	Kindergarten
Murray Gafkjen	Resource, Sr. Class Sponsor, Asst FB
Klint Goodchild	Ind. Tech, PE, Track
Alyda Haack	Vocal Music, Musical Director
Kim Harken	Curriculum & Professional Development Leader
Maureen Haroldson	Preschool, ECSE
Allyn Heikens	Science, Math
Deanna Hohbach	Resource Room
MaryAnn Jobst	Title I, ESL
Heather Johnson	Fourth Grade
Holly Keenan	Math, Lg. Group and Individual Speech
Lori Key	Music, Band
Karla Kyle	Business Ed
Allison Kulish	English, Lg. Group and Individual Speech
Mary Lack	Social Studies, JH Volleyball, JH Track
Lori Larson	Second Grade, HS SB
Elizabeth Letien	Resource, MS
Kendra Muckey	Fifth Grade
Elizabeth Naviaux	Spanish, Ag, At-risk
Bev Rinehart	TAG, Quiz Bowl
David Rubis	PE, Health, HS FB, Golf
Tierny Rutt	First Grade
Betsy Schoelerman	Vocational Ag, FFA, FCS
Jodi Shelton	Sixth Grade
Bruce Tepfer	Art, Musical Asst. Director, Yearbook Sponsor
Ashley Tessum	Guidance, Language, Asst G Basketball
Marlana Tewes	Elementary Guidance

#### **SECRETARIES**

Kori Lux	Secondary Secretary
Barb Trierweiler	Elementary Secretary

## **BUS DRIVERS AND ROUTES**

Lonnie Frerichs  
Klint Goodchild  
Kenny Noll  
Dean Stein

## **COOKS**

Sara Nehman	Everly
Sue Steffen	Everly
Kay Thompson	Royal
Nancy Trierweiler	Royal

## **CUSTODIANS**

Sondra Dolphin	Everly
Dean Stein	Everly
Mike Treinen	Royal

## **COACHES**

Elissa Barrick	Cheer, Dance
Ross Jobst	Boys Basketball, Summer Weight Room
Mattie Larson	JH SB, Asst SB
Donna McClain	Head VB
Lester Tessum	Girls Basketball
Tony Trierweiler	Asst FB, JH FB, Asst B Basketball

## **AIDES**

Marilyn Biggar	Royal
Darcy Brugman	Royal
Val Johnson	Royal
Michelle Munden	Royal
Kenny Noll	Royal
Christina Oleson	Royal
Serena Rustad	Everly
Vicki Thompson	Everly - Study Hall Monitor

**Schedule A**

Clay Central Everly	2017-2018					
Salary Schedule A						
Generator Base =	\$49,870	(BA+20, Step11)				
	BA	BA+10	BA+20	MA	MA+15	MA+30
1	\$35,388	\$36,595	\$37,801	\$39,008	\$40,215	\$41,422
2	\$36,595	\$37,801	\$39,008	\$40,215	\$41,422	\$42,629
3	\$37,801	\$39,008	\$40,215	\$41,422	\$42,629	\$43,836
4	\$39,008	\$40,215	\$41,422	\$42,629	\$43,836	\$45,043
5	\$40,215	\$41,422	\$42,629	\$43,836	\$45,043	\$46,249
6	\$41,422	\$42,629	\$43,836	\$45,043	\$46,249	\$47,456
7	\$42,629	\$43,836	\$45,043	\$46,249	\$47,456	\$48,663
8	\$43,836	\$45,043	\$46,249	\$47,456	\$48,663	\$49,870
9	\$45,043	\$46,249	\$47,456	\$48,663	\$49,870	\$51,077
10	\$46,249	\$47,456	\$48,663	\$49,870	\$51,077	\$52,284
11	\$47,456	\$48,663	\$49,870	\$51,077	\$52,284	\$53,491
12	\$48,663	\$49,870	\$51,077	\$52,284	\$53,491	\$54,697
13	\$49,870	\$51,077	\$52,284	\$53,491	\$54,697	\$55,904
14	\$51,077	\$52,284	\$53,491	\$54,697	\$55,904	\$57,111
15	\$52,284	\$53,491	\$54,697	\$55,904	\$57,111	\$58,318
16		\$54,697	\$55,904	\$57,111	\$58,318	\$59,525
17			\$57,111	\$58,318	\$59,525	\$60,732
18				\$59,525	\$60,732	\$61,939

**Schedule A Index**

Clay Central-Everly						
Salary Schedule Index						
	BA	BA+10	BA+20	MA	MA+15	MA+30
1	0.7096	0.7338	0.7580	0.7822	0.8064	0.8306
2	0.7338	0.7580	0.7822	0.8064	0.8306	0.8548
3	0.7580	0.7822	0.8064	0.8306	0.8548	0.8790
4	0.7822	0.8064	0.8306	0.8548	0.8790	0.9032
5	0.8064	0.8306	0.8548	0.8790	0.9032	0.9274
6	0.8306	0.8548	0.8790	0.9032	0.9274	0.9516
7	0.8548	0.8790	0.9032	0.9274	0.9516	0.9758
8	0.8790	0.9032	0.9274	0.9516	0.9758	1.0000
9	0.9032	0.9274	0.9516	0.9758	1.0000	1.0242
10	0.9274	0.9516	0.9758	1.0000	1.0242	1.0484
11	0.9516	0.9758	1.0000	1.0242	1.0484	1.0726
12	0.9758	1.0000	1.0242	1.0484	1.0726	1.0968
13	1.0000	1.0242	1.0484	1.0726	1.0968	1.1210
14	1.0242	1.0484	1.0726	1.0968	1.1210	1.1452
15	1.0484	1.0726	1.0968	1.1210	1.1452	1.1694
16		1.0968	1.1210	1.1452	1.1694	1.1936
17			1.1452	1.1694	1.1936	1.2178
18				1.1936	1.2178	1.2420

Schedule B

Clay Central-Everyly	2018-2019								
Supplemental Schedule B	Base =	\$31,292							
POSITION	Percent		YEARS EXPERIENCE IN DISTRICT						
			01-02		03-04		05-06		7 & OVER
Head Football Coach	0.095	\$2,973	0.103		\$3,223	0.1110	\$3,473	0.1190	\$3,724
Assistant Football Coach (2)	0.071	\$2,222	0.077		\$2,409	0.0850	\$2,660	0.0910	\$2,848
Middle School Football Coach	0.037	\$1,158	0.039		\$1,220	0.0440	\$1,377	0.0460	\$1,439
Head Volleyball Coach	0.095	\$2,973	0.103		\$3,223	0.1110	\$3,473	0.1190	\$3,724
Assistant Volleyball Coach	0.071	\$2,222	0.077		\$2,409	0.0850	\$2,660	0.0910	\$2,848
Middle School Volleyball Coach	0.037	\$1,158	0.039		\$1,220	0.0420	\$1,314	0.0440	\$1,377
Head Basketball Coach (2)	0.095	\$2,973	0.103		\$3,223	0.1110	\$3,473	0.1190	\$3,724
Assistant Basketball Coach (2)	0.071	\$2,222	0.077		\$2,409	0.0850	\$2,660	0.0910	\$2,848
Middle School Basketball Coach (2)	0.037	\$1,158	0.039		\$1,220	0.0440	\$1,377	0.0460	\$1,439
Head Track Coach (2)	0.085	\$2,660	0.092		\$2,879	0.1000	\$3,129	0.1010	\$3,160
Middle School Track Coach (2)	0.03	\$939	0.0325		\$1,017	0.0350	\$1,095	0.0375	\$1,173
Head Golf Coach (2)	0.03	\$939	0.0325		\$1,017	0.0350	\$1,095	0.0375	\$1,173
Head Baseball Coach	0.105	\$3,286	0.115		\$3,599	0.1250	\$3,912	0.1350	\$4,224
Middle School Baseball Coach	0.045	\$1,408	0.049		\$1,533	0.0530	\$1,658	0.0570	\$1,784
Head Softball Coach	0.105	\$3,286	0.115		\$3,599	0.1250	\$3,912	0.1350	\$4,224
Middle School Softball Coach	0.045	\$1,408	0.049		\$1,533	0.0530	\$1,658	0.0570	\$1,784
Assistant Softball Coach	0.075	\$2,347	0.0815		\$2,550	0.0880	\$2,754	0.0945	\$2,957
Assistant Baseball Coach	0.075	\$2,347	0.0815		\$2,550	0.0880	\$2,754	0.0945	\$2,957
9-12 Cheerleading Sponsor	0.045	\$1,408	0.049		\$1,533	0.0530	\$1,658	0.0570	\$1,784
9-12 Drill Team Sponsor	0.029	\$907	0.031		\$970	0.0350	\$1,095	0.0380	\$1,189
Junior Class Prom Sponsor (2)	0.02	\$626	0.0215		\$673	0.0230	\$720	0.0245	\$767
Musical/Play director	0.045	\$1,408	0.049		\$1,533	0.0530	\$1,658	0.0570	\$1,784
Assistant Musical/Play Director	0.03	\$939	0.0325		\$1,017	0.0350	\$1,095	0.0375	\$1,173
Mass Media Sponsor (Yearbook, Newspaper)	0.075	\$2,347	0.0815		\$2,550	0.0880	\$2,754	0.0945	\$2,957
Large Group Speech Director	0.045	\$1,408	0.049		\$1,533	0.0530	\$1,658	0.0570	\$1,784
Individual Speech Director	0.03	\$939	0.0325		\$1,017	0.0350	\$1,095	0.0375	\$1,173
9-12 Instrumental Music	0.045	\$1,408	0.049		\$1,533	0.0530	\$1,658	0.0570	\$1,784

Director								
7-8 Instrumental Music Director	0.035	\$1,095	0.038	\$1,189	0.0410	\$1,283	0.0440	\$1,377
9-12 Pep Band Director (Football & Basketball)	0.045	\$1,408	0.049	\$1,533	0.0530	\$1,658	0.0570	\$1,784
5-12 Summer Band Program Director	0.07	\$2,190	0.0765	\$2,394	0.0830	\$2,597	0.0895	\$2,801
9-12 Vocal Music Director (Contests, Programs)	0.05	\$1,565	0.055	\$1,721	0.0630	\$1,971	0.0680	\$2,128
7-8 Vocal Music Director (Contests, Programs)	0.032	\$1,001	0.035	\$1,095	0.0390	\$1,220	0.0410	\$1,283
K-12 TAG Director	0.025	\$782	0.0265	\$829	0.0280	\$876	0.0295	\$923
Weight Club Sponsor	0.05	\$1,565	0.054	\$1,690	0.0580	\$1,815	0.0620	\$1,940
Summer Weight Room Sponsor	0.049	\$1,533	0.053	\$1,658	0.0570	\$1,784	0.0620	\$1,940
Science Fair Coordinator	0.025	\$782	0.0265	\$829	0.0280	\$876	0.0295	\$923
Quiz Bowl Coordinator	0.025	\$782	0.0265	\$829	0.0280	\$876	0.0295	\$923
Senior Class Sponsor	0.02	\$626	0.0215	\$673	0.0230	\$720	0.0245	\$767

