



Burlington Community School District

Transportation Handbook 2025-2026

Learning is not attained by chance. It must be sought for
with ardor and attended to with diligence.
- Abigail Adams

Superintendent Welcome

Much of my first three years as Superintendent of Burlington Community School District have been spent listening to and learning about this community that bleeds purple and gray.

I've heard from administrators, teachers, support staff, students, parents and other community members about what makes our schools great and what we could do to make them even better, and I look forward to continuing and building upon these conversations.

In addition to remaining accessible, my priorities include investing in STEM by adding a STEM rotation at the elementary buildings; expanding learning opportunities at the high school, such as by adding a Public Safety CTE pathway; increasing student participation in a growing number of extracurriculars; and continuing to reduce barriers for our students and families.

It's been so exciting to see the talent of our teachers and staff members. Every time I walk into a building, I am struck by the level of kindness, tremendous effort and commitment that staff have for our Grayhounds as they prepare them for life outside of our classroom walls.

I take great pride in our district — so much so that my blood now runs purple and gray, too.

Go, Grayhounds!

Robert Scott

Vision, Mission and Goals

MISSION

Inspiring and challenging students through diverse opportunities

VISION

The Burlington Community School District strives to have a profoundly positive impact on each student's adult quality of life brought about by the students' individual and collective educational experiences.

VALUES AND PRIORITIES

Quality Core Instruction

Culture of Mutual Respect and Learning

Effective and Efficient Operations

Collaboration

CORE VALUES

ACTION STEPS

QUALITY CORE INSTRUCTION

Preparing all students to be successful citizens in their chosen profession and in the community.

- Implementation of aligned, evidence-based curriculum and instruction so that all students can achieve at high levels.
- Provide professional development and instructional supports to ensure the use of high leverage instructional practices.
- Expand and modernize course offerings to provide a breadth of opportunities for all students and support workforce readiness.

CULTURE OF MUTUAL RESPECT AND LEARNING

Strengthen our learning working environments, ensuring all students and staff feel safe and supported.

- Implementation of evidence-based programs and practices to support student and staff well-being and promote attendance.
- Increasing and improving student connections by promoting active engagement of all students in extra-curricular opportunities.
- Implement strategies to actively engage the community (parents, business partners, etc.) in the educational success of our students.

EFFECTIVE AND EFFICIENT OPERATIONS

Flexible and effective allocation of resources to support the District's programming for all students.

- Align financial and human resources to enhance educational opportunities while ensuring fiscal stability.
- Prioritize renovation and construction projects to enhance the student experience.
- Engage in long- and short-term goal setting around the use of technology.

COLLABORATION

Continue to foster collaboration and communication between all stakeholders to enhance and diversify opportunities for all students.

- Reinforce high expectations for all students and staff by enhancing the Professional Learning Communities framework.
- Use data and collaborative frameworks to monitor goals and engage in continuous improvement efforts.
- Establish structures and processes to provide all stakeholders with opportunities to engage in two-way communication.

Handbook Notification

This Handbook supersedes any previous related document and sets forth the most current revisions. The Handbook is intended as a guide and philosophy for the explanation and interpretation of the policies, procedures, and regulations that govern all employees of the district. No handbook can anticipate every circumstance or question about policy. As our district continues to change to meet the demands of the constantly evolving environment in which we operate, the need may arise for modifications to the Handbook. This Handbook and other district documents concerning the employer/employee relationship do not imply, constitute, create or reflect a contract of employment between the district and any individual or group. The Handbook is to be approved annually by the Board of Directors based upon recommendations presented from the Association and district administration.

With the exception of policies approved by the Board of Directors, and/or Collective Bargaining Agreements, the foregoing provision supersedes any potentially conflicting language or statements made elsewhere, including but not limited to any previous Handbook, any district documents or verbal representations by any employee.

Notice of Nondiscrimination

It is the policy of the Burlington Community School District not to discriminate or exclude 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. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential and that no student shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination in the District's programs based on these factors.

It is the policy of the District to provide a free appropriate public education to each disabled student regardless of the nature or severity of the disability. It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act or who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act are identified, evaluated, and provided with

appropriate educational services. Due process rights of disabled students and their parents will be enforced.

Inclusion of minority and disabled students shall occur throughout the District's programs. In order to monitor compliance and progress, District, attendance center and course enrollment data shall be collected on the basis of race, national origin, gender and disability.

Inquiries regarding compliance with equal educational opportunities shall be directed to the Director of Curriculum or the Director of Human Resources who shall be the District's compliance officers. Inquiries regarding compliance with equal education opportunities for disabled students shall be directed to the Director of Curriculum. Inquiries regarding compliance with equal employment opportunities shall be directed to the Director of Human Resources.

For Educational Programs:

Cory Johnson, Director of Curriculum

Cory.Johnson@bcsds.org

(319) 753-6791 x1412

For Employment:

Laci Johnson, Director of Human Resources

Laci.Johnson@bcsds.org

(319) 753-6791 x1404

Reporting Abuse of a Student

It is the policy of the Burlington Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the Burlington Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Burlington Community School District has appointed level-one investigators and alternates, and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator.

The full policy and procedures can be found in Board Policy 507.9

Reports of suspected abuse of a student by a District employee should be made to a Level One Investigator.

Level One Investigator

Laci Johnson, Director of Human Resources

Laci.Johnson@bcsds.org

(319) 753-6791 x1404

Alternate Level One Investigator

Cory Johnson, Director of Curriculum

Cory.Johnson@bcsds.org

(319) 753-6791 x1412

Level Two Investigator

Tony Knox, Premier Ed Leader Resources, LLC

premieredleader@gmail.com

(515) 249-3309

Reports of suspected abuse of a student, child, or dependent adult by someone other than a District employee should be made to the Iowa Department of Human Services.

Iowa DHS Child Abuse Hotline
1-800-362-2178

If you believe the child is in imminent danger, CALL 911 immediately.

Anti-Bullying/Anti-Harassment Policy

The Burlington Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Iowa Ombudsman's Notice

The Iowa Ombudsman's Office has the authority to investigate complaints regarding administrative actions of any government Agency in Iowa under Chapter 2C of Iowa Code. The Office of the Ombudsman can be reached at (888) 426-6283. Additional information is available at <https://www.legis.iowa.gov/Ombudsman/>

Tobacco-Free Environment

No smoking or use of smokeless tobacco products will be permitted in District buildings, at Bracewell Stadium, on District grounds or in District vehicles at any time. Notices to this effect will be displayed in buildings and vehicles.

It shall be the responsibility of all school personnel to abide by this policy and to enforce the policy. If, after being asked to abide by this policy, a visitor fails to comply, the visitor will be asked to leave District property. District personnel failing to abide by the policy shall be subject to disciplinary actions.

Employee Assistance Program

The District participates with an employee assistance program (EAP) through our association with National Insurance Services. They provide counseling and other services related to Depression, Stress Management, Anxiety, Marital Difficulties, Relationship Problems, Family Conflict, Alcohol or Drug Addictions, Financial or Legal Concerns, Parenting Concerns, Problem Gambling, Eating Disorders, Eldercare, and Childcare. The EAP also offers a virtual fitness platform with unlimited access to fitness journeys that can be customized to your current fitness goals.

These services are provided at no cost to the employee and are confidential. If you have further questions please contact the Director of Business Services or the District Benefits Coordinator.

**EAP services are available to
you two ways:**

Phone: 866.451.5465

Online: www.niseap.com

If staff members are concerned about a colleague, they are encouraged to address it with the colleague first. If a more urgent concern arises, it should be reported immediately to an administrator and/or District Mental Health Professional.

Mandatory Training and Licensure

Staff are responsible for completing the mandatory training and/or keeping their licensure up to date for the job role they are assigned.

Badge & Keys

Staff are responsible for their badge, keys and fob to enter the building. If their badge, key(s) and/or fob are lost or stolen they are to report that to their building principal or supervisor immediately

PBIS and Character Education

PBIS

At the start and throughout each year, each school's PBIS team will define how PBIS is taught and reinforced.

Our PBIS expectations for our students in all learning areas are:

1. Be Respectful
2. Be Responsible
3. Be Safe

When these expectations are taught explicitly in all learning environments, and students are provided explicit, positive feedback and re-teaching, we know that 80 percent of our students will demonstrate these expectations.

CHARACTER EDUCATION ("Raising Grayhounds with Character")

August-September: Demonstrate Responsibility

prepared / attending / "own" learning / demonstrate self-control / organization / know school rules

October: Demonstrate Civility

tolerance of others / democratic / patient / "fairness" / social justice / follow school rules

November-December: Demonstrate Trustworthiness

Show integrity / be truthful / ownership of behavior / rational, independent decision-making

January: Demonstrate Perseverance

set goals / aspire / positive attitude / struggle / reflect / purposeful actions

February-March: Demonstrate Resourcefulness

adaptable / creative / collaborate / ask questions / learn

April-May: Demonstrate Respectfulness

care for others / empathy / compassion / kindness / forgiveness

Nuts and Bolts

EVALUATION

All employees shall be formally evaluated by the principal/immediate supervisor or his/her designee. The evaluation form shall be determined by the Board.

DISCIPLINE

During the first sixty (60) days of actual driving from the most recent date of hire (“probationary drivers”), the Employer may discipline or discharge the driver without the discipline or discharge being subject to the Open Door process.

After the employee has completed one hundred eighty (180) calendar days of employment from the most recent date of hire, the employee may use the Open Door Policy to challenge on the basis that the suspension or discharge was without proper cause.

CLASSIFICATIONS

Job Classifications. The job classifications of the employees covered under this Agreement shall be regular route driver and full-time available substitute driver.

HOURS OF WORK

The hours of work will be scheduled according to the bid runs selected by the employees.

A workweek shall commence at midnight on Sunday and continue to the following Sunday at midnight, a period of one hundred sixty-eight (168) consecutive hours.

A workday shall commence at midnight and shall end the following midnight for a period of twenty-four (24) consecutive hours.

Every regular route driver who holds a valid state permit will be guaranteed four (4) hours per day, for the number of in-person students days + an additional 2 days at the discretion of the Director of Transportation.

In the event of cancelled routes due to virtual learning days, drivers will be allowed to utilize any personal leave to receive average hourly pay for the virtual learning day.

Cleaning Time: Each driver will be allotted up to 20 minutes of daily cleaning time to properly clean buses. The twenty (20) minute daily cleaning time is to be completed immediately after the morning run, or immediately preceding the afternoon run, if feasible.

METHOD OF PAYMENT

Each employee shall be paid on the 25th day of each month, commencing in September. If pay days fall on weekends or holidays, employees will be paid on the last preceding working day.

New employees shall be required to participate in the district's direct deposit program.

WAGES

The employees shall be paid once each month. All hours shall be itemized on the employee's time card and pay voucher.

A driver is guaranteed at least one (1) hour work when requested to drive an educational activity. If the activity is canceled, the driver will remain as the first (1st) driver up to be called for the next activity for a period of 30 days. After 30 days, the list will be re-posted.

All full-time available substitute drivers will receive the opportunity to receive a minimum of ten (10) hours of work per week. The hours must be worked as actual driving time. For hours spent driving the bus as a Substitute Bus Driver, the substitute will be paid the normal substitute rate of pay.

The drivers shall be paid their hourly rate for all required meetings and schooling by the Employer. The Employer will pay up to a maximum of twenty-five dollars (\$25.00) toward the tuition for approved continuing education courses. The Employer will pay for three (3) hours for drivers to attend mandatory continuing education each year. The Employer will pay for twelve (12) hours for new drivers for mandatory continuing education, provided the driver successfully completes sixty (60) days of actual driving from the most recent date of hire.

Overtime pay will be paid at the rate of one and one-half (1½) times the hourly rate of pay of the employee for all hours worked in excess of eight (8) hours in a day or forty (40) hours in a week or in one (1) continuous period.

The cost of meals will be reimbursed when the driver is in travel status or when the Supervisor of Transportation requires the driver to stay through lunch/dinner hour on any in-district activity. The cost of evening meals will be reimbursed on out-of-town trips when the bus driver is required to leave Burlington prior to the evening meal in order to arrive at his/her destination at a reasonable night hour; or, if the bus driver could not reasonably expect to reach his/her home from an out-of-town trip by 6:00 p.m. Actual expenses will be reimbursed, not to exceed fifty dollars (\$50) a day, upon receipt for same. All receipts must state the actual date and the amount in order for the employee to be reimbursed. Tips will not be reimbursed. The cost of breakfast will be reimbursed on out-of-town trips when the bus driver is required to leave Burlington prior to 7:00 a.m.

The Employer will reimburse all bus drivers employed for one (1) year or more one-half (1/2) of the cost of their C.D.L. when their present valid Iowa C.D.L. becomes due. Proof of purchase of C.D.L. must be made to the Supervisor of Transportation.

If school is canceled less than 30 minutes before a bus driver's start time, the driver shall be paid for one hour. The Supervisor of Transportation shall determine the time of cancellation.

All full-time available substitute bus drivers will receive a sign-on bonus of \$750 payable in two installments (the first installment of \$300 payable in the first pay period after the completion of the district training program and the second installment of \$450 payable in the first pay period after the driver has completed the district training program and been regularly scheduled to drive for six months. The months of June and July will not count toward the six month period.

All bus drivers who refer a new hire (and as listed as a referral on the new hire's employment application) will receive a referral bonus of \$800, payable in two installments (the first installment of \$400 payable in the first pay period after the new hire's completion of the district training program and been regularly scheduled to drive for three months. the second installment of \$ 400 payable in the first pay period after the driver has completed the district training program and been regularly scheduled to drive for six months. The months of June and July will not count toward the six month period.

The District will pay longevity compensation each year in the amount of two (2) \$550 payments to all regular route drivers and two (2) \$400 payments to full-time available substitute drivers who average at least 10 hours per week. The additional compensation will be paid on the December, ~~March~~ and June payrolls. This additional compensation is taxable IPERS covered wages. In order to qualify for the additional compensation, the regular route driver and full-time available substitute driver must be employed with the District for the three (3) full calendar months preceding the payment. For drivers who take more than two (2) days of unpaid leaves during the three (3) month period the longevity compensation will be docked \$100. Upon mutual agreement between the Teamster Business Representative and the Superintendent, this provision can be waived for extenuating circumstances.

Regular route drivers will be paid two (2) non-scheduled flex days. The flex days will be recorded in the December payroll period.

SENIORITY

Employees shall be placed on the seniority list as of the first day of hire. Seniority order shall be established by the last name of the driver, alphabetically, in cases of employees being hired on the same date. A protest of error of or omission from the seniority list must be made to the Employer within five (5) work days from the date the Employer provides the Union with the seniority list; otherwise the list will stand as being correct. A full-time available substitute driver who refuses three (3) route driving assignments in a contract year shall be moved to the bottom of the seniority list. Seniority is terminated upon resignation or discharge.

STAFF REDUCTIONS

1. Reduction in Force

The Employer shall give at least fourteen (14) calendar days notice prior to a lay-off. The least senior employees shall be laid off starting at the bottom of the seniority list or starting with the least senior driver with a route who shall then move to full time available substitute driver status. The recall period from lay-off shall be eighteen (18) months from the date of lay-off. Employees shall be recalled in reverse order of lay-off. The employee shall notify the Supervisor of Transportation of any change of address during the period of lay off. The Employer shall send to the employee a certified letter of notice of recall to the last known address of the employee; however, the employer may telephone or personally contact the employee being recalled and if recall is accepted, no certified letter need be sent. Any employee who fails to accept recall within ten (10) calendar days of receipt of the recall letter shall lose all seniority and all recall rights.

WORK ASSIGNMENTS/TRANSFERS

Route and Extra Work Assignments. All routes and extra work assignments known to the Supervisor of Transportation will be posted on the drivers' bulletin board at least ten (10) working days prior to school and will remain posted until the bid meeting. The bid meeting will be held on the date of the drivers' workshop, prior to the start of the required meeting. Time to complete bidding will not be paid work time. Drivers will choose routes and extra work assignments starting with the most senior driver. A driver may not combine route and extra work assignments beyond eight (8) hours of work per day without prior Supervisor approval based on district needs. (Activity trips are excluded.) The driver will be allowed a

maximum of ten minutes to exercise his/her bid. After the driver has selected his/her choice of routes and extra work assignments, the driver shall sign and date the bid(s) and immediately return them to the Supervisor of Transportation. If no driver bids on a route or extra work assignment, the least senior driver shall be assigned. There will be no trading of routes or extra work assignments after the bidding and awarding of the routes and extra work assignments. The Employer may refuse to assign to a route or to an extra work assignment an employee if deemed in the best interests of the District. It shall be the employee's responsibility to learn his/her route or extra work assignment on his/her own time without pay.

In the event a regular or mid-day route is permanently canceled for any reason, the affected driver may bump any driver with less seniority, and any displaced driver may then bump any driver with less seniority. This shall not apply to cancellations of extra work assignments.

Vacancy. The driver must give at least five (5) work days written notice to the Supervisor of Transportation if the driver wants to give up a route or extra work assignment. If a driver gives up a route or extra work assignment within the first 30 days, the route shall be assigned to the next person who bid for the route when it was originally posted. Vacancies in routes or in extra work assignments that develop after the initial bid meeting, other than those vacated within the first 30 days or due to leaves of absence, shall be posted for at least three (3) work days and bid by seniority. If no one chooses to bid on the route or extra work assignment, the route or assignment shall be assigned to the most senior full time available substitute. The full time sub moving to route driver status will maintain their current seniority date. Full time available substitute drivers who decline a permanent route will automatically lose seniority and be placed at the bottom of the job bidding roster with a seniority date of one day less than the least senior full time available substitute driver. If the least senior full time available substitute driver does not accept the permanent route, they are subject to disciplinary action, up to and including termination, and the district could hire from outside the available pool.

Vacancies Due to Leaves of Absence. Vacancies in routes due to a driver being granted a leave of absence beyond fifteen (15) working days or for personal illness or injury known to extend beyond fifteen (15) working days, will be offered to the most senior full-time available substitute driver. Any extra work assignments will be posted for bid as a temporary vacancy if the leave is longer than fifteen (15) consecutive working days. A driver on leave of absence shall return to his/her routes and extra work assignments.

Out of-District and In-District Activity Trips Bidding Procedure. Separate trip lists will be maintained for out-of-district and in-district activity trips. Drivers shall notify the Supervisor of Transportation if they do not wish to be placed on either or both the activity trip bidding roster list(s). All out-of-district and in-district activity trips shall be bid by the drivers on a seniority basis by offering these trips to the senior drivers on the activity bidding roster list and then rotating the entire activity bidding roster list. If a driver turns down a trip, that driver shall be placed at the bottom of the appropriate activity bidding roster list and must wait until

all others with seniority on that list have had an opportunity to bid. The time of departure will be the basis for assigning trips. In the event a trip is canceled, the driver will be placed at the top of the following week's bidding list. If more than one trip is cancelled, the drivers will be placed at the top of the next bidding roster in the order of their placement on the original bid roster for those trips. If drivers desire to drop out of the rotation for a specific amount of time, they may do so by submitting a letter of waiver to the Supervisor of Transportation. In the event they wish to return to the rotation, they shall notify the Supervisor of Transportation in writing. The Supervisor of Transportation will immediately place them back in rotation. Drivers may trade activity trips handed to them on bidding days only, and trading must be completed by noon the following day and reported to the office.

On Tuesday by 2:00 p.m., the Supervisor of Transportation will post on the drivers' bulletin board a list of eligible drivers for in-district and out-of-district activity trips by listing the most senior drivers and then rotating the entire activity bidding roster lists. On Thursday at 9:00 a.m., the Supervisor of Transportation will meet with both in-district and out-of-district eligible drivers, and by starting with the most senior driver, have them pick their respective trips. Handouts chosen specifically by the driver cannot be traded.

Drivers whose names are on the eligible list and who do not answer for the bidding will be considered as giving automatic refusal. If a driver is not on the eligible list, and he/she is present when his/her name becomes eligible to bid, the driver may pick up an activity trip.

Trips that come in after bidding procedures on Friday that occur on the dates bid on will be given out by offering these trips to the most senior person on the emergency in-district or emergency out-of-district activity bidding roster list.

If a full-time available substitute driver has not accumulated three (3) working hours on a route or extra work assignment from the previous bid date to the time of present bidding, he/she will not be eligible to bid on the activity trips.

If a driver turns in or fails to fulfill an activity trip assignment on the day of the trip and if there is no on-duty working driver or an available driver in the lounge, the Supervisor of Transportation may assign that trip to any other available driver.

If an activity trip is put through the bidding process, and then cancelled to use other district means of transportation involving more than one van, the driver(s) that bid on that trip will be expected to drive one of the vans. If an activity trip is put through the bidding process, and then cancelled to use an outside means of transportation, the driver will receive 50% of the hours listed on the trip sheet and will be placed back at the top of the bid list. All trips put up for bid shall have an approximate posted leave and return time before trip is presented at bid.

Trip Cancellation Policies – In-District – 1) In the event that a driver has punched in for a trip that has a 2 hour guarantee, and that trip is cancelled, the driver shall be paid by the District

for two (2) hours of pay. 2) In the event that a driver has punched in for a trip that does not have a guarantee, and that trip is cancelled, that driver shall be paid for one (1) hour of pay, and posted at the top of the bid list the following week.

Trip Cancellation Policies – Out-of-District – 1) In the event that a driver has punched in for an out-of-district activity trip and has not left town, and the trip gets cancelled, the driver will be paid for one (1) hour of pay and will be placed on the top of the bid list the following week. 2) In the event that a driver has started an out-of-district activity trip and has left town, and the trip gets cancelled, the driver will be paid the greater of the actual driving time performed or their regular route pay. The driver will not be posted on the top of the bid list the following week.

Proxy Bids. The Union Steward, the Union's designated representative, or the Supervisor of Transportation shall have the authority to bid any route, extra work assignment, activity trip or handouts for any driver if requested in writing within the time limits of bidding by a driver who cannot be present due to an emergency or due to job responsibilities.

In the event that a driver needs to be removed from their bid route for the remainder of the school year, that driver will be allowed to move to their choice of remaining available routes. If there are no routes, the removed driver will be allowed to bump the least senior regular route driver, provided the removed driver has more seniority.

LEAVES OF ABSENCE

1. Personal

Any employee under individual contract desiring a leave of absence from their employment shall secure written permission from the Employer. Copy of said written permission shall be given to the Union. A leave of absence shall be granted for a maximum of fifteen (15) consecutive working days and without pay. Failure to comply with this provision shall result in the complete loss of seniority rights of the employee. Inability to work because of proven sickness or injury shall not result in the loss of seniority rights. Any employee granted a personal leave of absence beyond the fifteen (15) consecutive working days as stated above, shall maintain his/her seniority but will not continue to accrue seniority after the expiration of the fifteen (15) consecutive working days. Application for said leave shall be filed with the Supervisor of Transportation at least seven (7) days in advance of the anticipated leave. At no time can there be more than four (4) employees off on the same dates under this Article excluding persons on leave of absence due to personal illness or injury on or off the job. When an employee is on an extended leave of absence of more than fifteen (15) consecutive working days, and in the event he/she wants to return to work before the termination date of the extended leave of absence, such a request must be by the mutual consent of the employer and employee.

2. Personal Days

Upon notification to the Supervisor of Transportation by noon of the preceding day, each full-time employee shall be authorized two (2) days of paid personal leave during each school year. Personal leave shall not be granted the first (1st) or the last work day in a school year. A maximum of two personal leave days may be carried over into the next year. At no time shall these accumulated days exceed four in any given school year.

Personal leave may not be taken the day prior to or following any vacation, holiday, or recess period except by authorization of the Superintendent.

Personal days may be taken in the event of a virtual school day.

From April 1st – May 15th, only (1) one driver per day may use a personal day. This will be honored on a first come, first served basis.

3. Personal Illness or Injury

All regular route bus drivers (excluding full-time available substitutes) shall be paid sick leave at their regular hourly rate of pay based on the hours normally worked in a day when sick leave is taken. Bus drivers will earn up to a maximum of fifteen (15) days per school year. Full-time available substitute drivers employed on a full-time basis for ten (10) consecutive days will be entitled to use accumulated sick leave while filling a temporary vacancy. A full-time available substitute driver employed on a regular route for at least a semester will be entitled to accumulated sick leave on a prorated basis.

Route drivers shall be paid sick leave in increments of one-half (1/2) day or more when off work due to illness or injury at the drivers' hourly rate.

One hundred ninety (190) days shall be the maximum amount of sick leave that the employee may accrue.

To the extent of sick leave accrued, weekly sick leave will be paid to the bus driver(s) (at their option) in conjunction with weekly workers' compensation payments to the extent that the bus drivers will receive their average weekly pay.

The Employer or its designee has the right to require such reasonable evidence as it may desire confirming the necessity for leaves of absence for medically related disability as per Chapter 279.40 of the Code of Iowa

4. Illness in the Family

Regular route drivers shall be granted up to five (5) days of leave per year in the event of a serious illness of an employee's father, mother, brother, sister, child, foster parent, foster child, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, stepchild, stepparent, and may be granted in the case of any other member of the immediate household. The birth of a child can be considered illness in the family insofar as the father is concerned. Therefore, this leave

provision can be used by the father so long as the mother is confined to the hospital as a result of pregnancy complications or for the actual birth. An employee may transfer up to five (5) of their own Personal Illness and Injury days to Illness in Family if all days are exhausted. Under special circumstances, the Superintendent or designee may grant additional days. This will be reviewed on a case by case basis.

The Employer may require diagnostic evidence or such reasonable evidence as it may desire confirming the necessity of each absence.

5. ~~Death in Family~~/Funeral

Regular route drivers shall be granted up to five (5) days of leave at any one (1) time for a maximum of ten (10) days per year in the event of the death of an employee's father, mother, brothers, sisters, children, foster parents, foster children, husband, wife, father-in-law, mother-in-law, grandfather, grandmother, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandchildren, stepchildren, or stepparents and may be granted in the case of any other member of the immediate household.

6. Funeral

To attend a funeral of one other than the family, a maximum up to one (1) day's leave per year may be granted with full pay for all regular route drivers. If this absence is to be more than a day, it must be recommended by the Director of Transportation and approved by the Director of Human Resources and full deduction will be made. Application for permission to attend the funeral shall be made in advance to the immediate supervisor.

Where possible, time off to attend such a funeral shall be minimized to the extent necessary to attend the funeral and services. This leave may be used in hourly increments with the approval of the employee's immediate supervisor.

7. Jury and Legal

Employees called for jury service, or subpoenaed in a civil or criminal court proceeding on a matter related to their employment with the District, shall be permitted to be absent from duties. A copy of the pay received for jury or witness service, except travel expense, shall be remitted to the District. In order to receive payment, the employee must give at least two days' prior notice of the summons for service or subpoena, and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform duty all day shall return to work.

8. Leaves of Absence (Without Pay)

A leave of absence without pay may be granted in case of emergencies, for personal reasons, education or union business. Terms and conditions of each request are reviewed by the Superintendent and/or his/her designee and are based on the merits of each individual case.

9. Family and Medical Leave

Employees of the District are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions as set forth in The Family and Medical Leave Act of 1993 and the regulations implementing the Act.

10. Personal Illness or Injury Transfer

When due to a long-term, life threatening personal or family illness or injury, and an employee depletes all available paid leaves, said employee may request a transfer of personal illness and injury leave days from other District employees in the bargaining unit. For the purpose of this paragraph, family is defined as father, mother, husband, wife, brother, sister, child, custodial stepchild, and custodial grandchild.

Upon receipt of such a request, the Superintendent or their designee, may authorize other employees to voluntarily donate up to a maximum of two personal illness or injury leave of absence days from their accumulated personal illness or injury leave to the employee who has exhausted his/her leave options. This language shall not, however, establish a permanent, district-wide sick day's bank.

Employees can make one request for donation of personal illness or family illness or injury transfer no more than once every three years. The employee requesting the donated leave may receive up to twenty days (20) to be used as personal, or for the purpose of this paragraph, family illness leave. Upon recuperation from a personal illness or injury, or upon the recuperation or death of a family member, the unused donated days shall be returned to the employee who donated them. Donated days can be used throughout the remainder of the current school year on a first in-first out basis.

In the case of child birth:

-If an employee has less than 20 days of paid leave available, they may request donated days for a maximum of 20 days.

The Superintendent or their designee shall make the final decision on all requests that are submitted. The department of Human Resources shall track the transfer of such leave days from one employee to another, if approved.

To request donated days, you must have worked for the district for at least one calendar year.

The district may require diagnostic evidence to support the request for such additional days.

HEALTH AND SAFETY

The District agrees to furnish and maintain in safe working condition all tools and equipment to carry out the duties of each position. Employees are responsible for reporting any unsafe

condition or practice and for properly using and caring for the tools and equipment furnished by the District.

PHYSICAL EXAMINATIONS

The Employer will reimburse the employee for the cost of any required physical up to eighty-five dollars (\$85.00) or will pay for cost of the physical if done at the District's Directed Worker's Compensation Physician. The District will reimburse the employee up to \$1,000 to offset medical deductibles/out-of-pocket costs for any addition tests required by the District's Directed Worker's Compensation Physician.

INSURANCE

The District makes group health benefits available to eligible employees and their family members. Eligible members are full time or part time employees who are contracted thirty (30) hours or more per week. Health benefits are paid in part by the district. The remainder of the cost is the employee's responsibility. The District also provides other employer paid and voluntary benefits. Employees can receive details about benefits provided, contribution rates and eligibility from the Insurance Coordinator, ext. 1408.

WORKERS COMPENSATION

The District utilizes a Designated Physician Program through Great River Business Health for all workers compensation related matters. Any work related injuries need to be reported to your supervisor or a district nurse within 24 hours of the injury. If medical treatment is required, the district will schedule an appointment with the designated physician.

Family Medical Leave Act

In Accordance with the Family Medical Leave Act (FMLA), eligible employees may take up to twelve (12) work weeks of unpaid, job-protected, leave in any rolling 12-month period for certain medical and/or family medical related reasons. The twelve (12) month period is defined as the twelve months beginning the first date that the Family and Medical Leave is taken. Employees are eligible if they have been employed for at least twelve months and have worked a minimum of 1,250 hours over the last twelve (12) months. Contact the Human Resources Department if you have questions regarding FMLA.

OPEN DOOR POLICY

Burlington Community School District maintains an open-door policy. Any employee or their union representative may approach any of the administrative staff on an as-needed basis to address questions, concerns, problems, or other matters. Our expectation is that employees will use good judgment and communicate in a professional manner. In most cases, it would be appropriate for employees first to address questions or concerns with their direct supervisor and then follow up with higher management as needed, taking concerns up to the most senior level of management if necessary. Employees are also encouraged to discuss problems with a Human Resources representative at any time.

An employee will begin the appeal process by using the Open Door Policy, described in Step 1 below. In the appeal of a disciplinary action, the employee may proceed directly to Step 2.

Step 1: Open Door Policy

Discussing the action with the Administrator and/or next level Administrator and if not satisfied with the response. At any time, the employee may informally discuss the action with the Director of Human Resources. If the employee is not satisfied with the response received by using the Open Door Policy, then the employee may choose to continue to Step 2.

Step 2: Appeal to the Director of Human Resources

The appeal must be made in writing within 14 calendar days following (1) the date of the occurrence which initiated the questions of policy application, (2) the issuance of the disciplinary action, if no suspension was involved, or (3) the return to work following the issuance of the disciplinary action, if suspension was involved.

Step 3: Appeal to the Superintendent

The appeal must be made in writing within 7 calendar days following the conversation with the Director of Human Resources. The Superintendent reserves the right to decline a request for appeal.

UNDERSTANDINGS OF INTENT

The District will involve drivers in in-service activities dealing with handling of special education students who have special problems affecting the bus riding as well as any other topics related to safety considerations.

Appendices

Appendix A:	Driver Salary Schedule
Appendix B:	Employee Evaluation Form
Appendix C:	Legal Requirements
Appendix D:	Board Policy Index
Appendix D.1:	Drug and Alcohol-Free Workplace Notice to Employees
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Appendix D.4:	Employee Use of Social Media

Appendix A

The bus drivers' salary schedule shall be as follows:

TEAMSTERS FISCAL YEAR 2025-2026		
	2025-2026	
1st Day - 45th	\$ 20.91	
46th Day - 2nd Year	\$ 24.18	
3rd Year - 5th Year	\$ 24.33	
6th Year - 8th Year	\$ 24.39	
9th Year - 11th Year	\$ 24.46	
12th Year - 15th Year	\$ 24.52	
16th Year - 20th Year	\$ 24.57	
21st Year +	\$ 24.64	
Out of District Activity	\$ 21.40	
Hot Lunch / Inter School Mail	\$ 19.41	

TRANSPORTATION ASSESSMENT PROCESS

Employee being evaluated: _____

Position: _____

School Year: _____

A three point evaluation scale is used on this form:

- (3) Satisfactory-meets expectations-continued growth anticipated.
- (2) Needs Improvement-growth is considered necessary.
- (1) Unsatisfactory-performance and results are unacceptable.
- (X) Not applicable or unable to evaluate.

Evaluation Conference Date: _____

Performance Improvement Targets for next cycle: (What should this individual change or improve upon?).

The overall performance of this employee is:

___ Satisfactory ___ Needs Improvement ___ Unsatisfactory

Employee's Signature: _____ Date: _____

Appraiser's Signature: _____ Date: _____

Appraiser's Name (please print)

Signature of the employee attests to the fact that the contents of this evaluation have been discussed.

Transportation Performance Evaluation

1. Confidentiality/Privileged Information: ()

Respects the rights and privileges of employer, students, staff, parents and public.

Comments: _____

2. Job Knowledge: ()

Understands and effectively utilizes job-related information, procedures and skills, including technological applications.

Comments: _____

3. Quality of Work: ()

Completes assignments accurately and efficiently in accordance with accepted standards. Writes legibly and displays neatness in all work.

Comments: _____

4. Timelines:

()

Finishes assignments within a reasonable time frame and does work of high priority when it is received.

Comments: _____

5. Work Habits/Organization:

()

Plans and organizes work well, follows procedures and makes efficient use of work time. Keeps an organized and neat workstation.

Comments: _____

6. Initiative and Resourcefulness:

()

Demonstrates ability to work independently and without direct assistance. Can come up with creative solutions. Willingly takes on extra work when situation demands it.

Comments: _____

7. Decision Making:

()

Evaluates situations, draws conclusions, and makes sound decisions without frequent requests for assistance.

Comments _____

8. Adaptability and Flexibility:

()

Adjusts to new ideas and situations and is receptive to new or additional work assignments. Handles unusual situations effectively.

Comments: _____

9. Accountability:

()

Is willing to accept responsibility for job-related decisions, actions, and work. Accepts constructive suggestions and acts on them with a positive attitude.

Comments: _____

10. Punctuality and Dependability:

()

Can be relied upon to be punctual and do what is required without follow-up.

Comments _____

11. Use of Resources

()

Cares for and maintains equipment; conserves and economizes office resources.

Comments _____

12. Communication Skills:

()

Communicates clearly and effectively. Is polite and businesslike both personally and over the telephone.

Comments: _____

13. Interpersonal Skills:

()

Interacts well with others; demonstrates courtesy, patience, diplomacy, discretion, and self-control. Is pleasant, agreeable, tactful, and cooperative with the public, supervisor and fellow workers.

Comments: _____

14. Integrity/Honesty:

()

Displays honesty and integrity in relationship with employer, students, staff, parents and public.

Comments: _____

15. Additional Comments:

Appendix C

Association Members shall maintain any and all additional rights and privileges as required under state and federal law.

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DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES

NO. 405.7
Exhibit A

It is a violation of the Burlington Community School District Drug and Alcohol-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use in the workplace any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

“Workplace” is defined as the site for the performance of work done in the capacity as an employee. This includes any building or any school premises, any school-sponsored or approved activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Drug and Alcohol-Free Workplace policy may be required to successfully participate in a substance abuse evaluation and/or treatment program approved by the superintendent. The superintendent retains the discretion to discipline an employee for violation of the policy whether or not the employee participates in such an evaluation or treatment program, up to and including immediate termination.

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

Appendix D.1

DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES

NO. 405.7
Exhibit A

I have read and understand the Drug and Alcohol-Free Workplace policy. I understand that if I violate the policy, I may be subject to discipline up to and including immediate termination and/or termination. I may be required to participate in a substance abuse evaluation and/or treatment program. I understand that if I am required to participate in a substance abuse evaluation and/or treatment program and I refuse to or I do not successfully participate, I may be subject to discipline up to and including immediate termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

Signature of Employee

Date

CROSS REF.:

LEGAL REF.:

Approved: 5/12/2003

Reviewed: 4-25-16

Revised: _____

All of the district's automated systems are district property and are not confidential, including electronic mail, voice mail, Internet access and electronic storage systems. The district has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages. **Files containing personal information or business of an employee are treated no differently than the district's files, and the employee has no expectation of privacy in such materials.**

COMPUTERS OWNED BY THE DISTRICT:

Whether being used in the district or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts district assets and records in jeopardy. You are not to allow unauthorized persons access to district computer equipment, whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the district shall be loaded on the computer.
- Passwords need to be kept in a secure location.

E-MAIL USAGE POLICY:

Use of e-mail to engage in any communication in violation of district policies including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is strictly prohibited.

Use caution in addressing messages to ensure that new messages are not inadvertently sent to the wrong party. This is critical because of the sensitive nature of the documents we often may be asked to e-mail. Always double check that the address you are using is correct and current.

E-mail and other electronic communications systems can be useful tools, permitting rapid and efficient communication with a large audience. This same strength can be a weakness, as a hastily written note may be subject to misinterpretation in the future, when the context is not so clear. This is particularly true when your message is subject to being forwarded, rerouted, or saved by others. For this reason, when sending electronic messages, you should keep the following test in mind: "Would I be concerned if I had to read this message out loud, under oath, as a witness in a courtroom proceeding?"

Use of another user's name/account to access e-mail or the Internet is strictly prohibited.

INTERNET USAGE:

Internet resources may be used only for purposes that effectively support the district's goals and objectives or for the non-business purposes that are approved by the administration. Employees

may access the Internet before or after work hours as long as the employees' use does not interfere with district usage, is in compliance with district policies and rules, and is not for the purpose of promulgating political or religious materials or for a for-profit venture.

The district will not be responsible for maintaining or payment of personal Internet accounts.

You must respect all copyright and license agreements regarding software or publications you access from the Internet. The district will not condone violations of copyright laws and licenses, and you will be personally liable for any fines or sanctions caused by any license or copyright infringement.

INTERNET SAFETY:

The District has in its curriculum components that focus on helping our students be 21st century citizens. These components include safety and security while using online resources of direct communication and indirect communication.

The district also employs a web filter to limit student access to harmful materials. This filter also allows for logging of websites visited.

INAPPROPRIATE USES OF INTERNET AND/OR E-MAIL:

The district strictly prohibits the following inappropriate uses of the Internet (including e-mail):

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating in ways that disparage the products or services of other companies.
- Communicating information that could be perceived as an official district position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, viewing, or transmitting defamatory, pornographic, obscene, profane, illegal or otherwise offensive material.
- Participating in any activity that could be interpreted as harassment.
- Misrepresenting an individual's identity or the source of communications or data.
- Attempting to break into any other Internet server.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any district policies or standards.
- Operating a personal business or using the Internet as provided by the district for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption) to or from unauthorized locations or persons, without appropriate licenses or permits.
- Promulgating or perpetuating a virus or other actions interfering with use of the Internet by others.

Employees' E-mail/Internet access may be monitored without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate termination, depending upon the seriousness of the violation.

All questions relating to the content of this regulation should be directed to the Director of Human Resources (319) 753-6791.

By signing this agreement, I hereby represent that I have read, understand, and will comply with the above rules.

DATE: _____

Signature

Reviewed: 4-25-16

Printed Name

In-District Travel

1. The district shall reimburse employees for mileage upon submission of proper claim forms for approved job related travel within the district when using a personal car at a rate per mile as determined by the board.
2. No meal reimbursements are allowed for in-district travel.

Out-Of-District Travel

1. All travel outside the district to approved educational conferences, seminars, workshops, etc. will be by district vehicle. If a district vehicle is not available, the employee will be reimbursed for mileage upon submission of a proper claim form when using a personal car at a rate per mile as determined by the board. If a car is available and the employee does not request it or chooses to use a personal vehicle, only ½ mileage will be paid. No mileage will be paid if a school vehicle is going, and seats are available, and an individual(s) still chooses to take their own vehicle or for multiple personal vehicles going to the same event.

The actual cost of meals will be reimbursed when the employee is in travel status. The cost of the evening meal will be reimbursed for out-of-district trips in an overnight status when the employee is required to leave Burlington prior to 5:00 p.m. in order to arrive at the destination at a reasonable hour or if the staff member could not reasonably expect to return to Burlington from an out-of-district trip by 7:00 p.m.

2. Actual expenses will be reimbursed including tips, not to exceed the amount set by the board. No single meal reimbursement shall exceed fifty percent (50%) of the per diem expense allowed. Liquor costs are not reimbursable.
3. Lodging will be reimbursed at the actual cost based on single occupant rate not to exceed the rate where the meeting is being held.
4. Common carrier coach class will be reimbursed at the actual cost. If an employee chooses to go by automobile, the maximum travel cost shall be at the coach class common carrier rate.

Approved: 3/10/2003

Reviewed: 4-25-16

Revised: 1/25/2010
10/28/2019
10/24/2022

DRUG AND ALCOHOL-FREE WORKPLACE ACKNOWLEDGMENT FORM

I have read and understand the Drug and Alcohol-Free Workplace policy. I understand that if I violate the policy, I may be subject to discipline up to and including immediate termination and/or termination. I may be required to participate in a substance abuse evaluation and/or treatment program. I understand that if I am required to participate in a substance abuse evaluation and/or treatment program and I refuse to or I do not successfully participate, I may be subject to discipline up to and including immediate termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

Signature of Employee

Date

EMPLOYEE COMPUTER/INTERNET USAGE

By signing this agreement, I hereby represent that I have read, understand, and will comply with the rules FOR EMPLOYEE COMPUTER/INTERNET USAGE.

DATE: _____

Signature

Printed Name

Workplace Expectations

It is the school district's expectation that all employees maintain professional working relationships and an environment that encourages mutual respect and collaboration among employees, students, and the public. Therefore, all employees are expected to comply with the following workplace expectations. Failure to abide by these expectations may result in discipline up to and including termination.

Category 1: Performance Expectations

1. Successfully perform assigned job duties consistent with state and school district standards.
2. Demonstrate professionalism by coming to work well-groomed and dressed in a professional manner, including the display of district identification, appropriate to the work environment.
3. Provide accurate and complete information when required by the school district.
4. Stay focused on assigned responsibilities, be productive, and use all available time to accomplish expected work tasks. Personal business should be accomplished outside of work time and/or during scheduled time off.
5. Follow the direction of supervisors/designees.

Category 2: Compliance with District Policy, Regulation, Procedure, Handbooks, Practices, Training, and Laws:

1. Comply with all school district policies, regulations, procedures, handbooks, practices, and training.
2. Comply with all applicable laws.
3. Disclose possible conflicts of interest.
4. Protect the confidentiality of sensitive information (oral, written or electronic).
5. Comply with all licensure and/or qualification requirements.
6. Demonstrate honesty, integrity, professionalism, and accuracy in all employment actions including the maintenance and completion of records and the accurate recording of time worked.
7. Abstain from unapproved solicitations.

Category 3: Attendance Expectations:

1. Attend work as scheduled and arrive on time fully prepared to begin work. Follow established school district reporting procedures if there is a need to arrive late, be absent or leave the workplace.
2. Demonstrate honesty and civility when requesting leave time. Request leave responsibly to reduce unreimbursed time requests.
3. Notify supervisor well in advance of any unscheduled absence in accordance with school district reporting procedures.
4. Observe time limits for scheduled lunch and break periods. Employees are discouraged from leaving the campus during a contractually paid break or preparation period when students are present.
5. Understand that barring circumstances outside the employee's control, being absent without approved leave for three consecutive workdays will constitute a voluntary resignation.

Category 4: Safety and Use of School District Property Expectations:

1. Perform assigned tasks safely, competently, and according to school district performance and behavioral expectations.
2. Use and safeguard school district property through proper and authorized use.
3. Adhere to and comply with school district safety policies and training requirements. Identify safety issues and report all hazards, incidents, and safety concerns on a timely basis to allow for appropriate school district action.

Category 5: Teamwork and Workplace Behavior Expectations:

1. Cooperate and collaborate with supervisors and co-employees.
2. Use respectful, courteous, and helpful language when communicating with others. Loud, boisterous, intimidating, abusive or otherwise inappropriate language would be considered a violation of accepted workplace standards.
3. Adhere to the school district's curriculum and instructional policies, procedures, and guidelines. Participate in designated professional learning and training activities and avoid scheduling appointments or personal leave during this time.

Appendix C.5:
EMPLOYEE USE OF SOCIAL MEDIA

NO 407.6

The Burlington Community School District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees' use of social media forms, including social networking websites such as Facebook, personal web pages or blogs, and electronic messaging, are subject to the normal requirements of legal and ethical behavior within the District community. Employees should be guided by applicable laws, District policies, and sound professional judgment when using social media.

District/Professional Use of Social Media

An employee using social media in his or her professional capacity as an employee of the District and/or pursuant to his or her official duties should be honest about who he or she is, and be thoughtful and respectful when submitting or posting messages. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If you are participating on a social networking website, web page, and/or blog for District-related business, you may do so only with the prior approval of your supervisor.
- You must identify yourself and your position with the District. Always use your real name and never create an alias or be anonymous.
- The "bcsds.org" address attached to your name and/or email implies that you are acting on behalf of the District and, as such, you are expected to conduct yourself in a professional manner.
- Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District's system is subject to being monitored or inspected at any time.
- Do not submit or post confidential information about the District, its students, alumni, or employees, including student photos. You should assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)). Disclosures of confidential or protected information may result in liability for invasion of privacy or defamation.
- Keep in mind that, by their very nature, social media forms such as social networking websites and web pages or blogs are not truly private. To minimize unintended disclosure of information, you should set and maintain your social networking privacy settings at the most restrictive level.
- Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems can save information even if you delete a post or use a private message. You should assume that a message or image which is posted or communicated can never be completely deleted.

- Spell check and grammar check your content before you submit or post messages, and correct any mistakes as soon as you can. Remember that you are writing for publication, even if it is just for a social networking website. Refrain from making unsubstantiated statements and avoid careless comments, such as “research shows” unless you also provide full citations of the research.

Personal Use of Social Media

The District recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. However, the District also has the right to regulate the speech of employees when that speech in certain circumstances, such as when the personal use of social media interferes with the employee’s ability to perform his or her duties or affects the District’s ability to efficiently provide educational services. Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their position with the District. In addition, employees using social media for such purposes should adhere to the following guidelines:

- If you are participating on a social networking website, web page, and/or blog for personal use, you may identify yourself as an employee of the District. However, you must state that you are expressing your own opinion, not that of the District. You will be held fully responsible for your activities.
- If you identify yourself as a District employee, remember that your actions will reflect not only on you but on the District as well.
- Never pretend to be someone else and submit or post information concerning the District.
- Do not use the District’s school logos or mascots, photographs, or any other such graphic representations or images, or link any personal page on a social networking website or other personal web page to any District website or material.
- If you submit or post information or comments that are not related to the District, your activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs or information which violates federal or state law and regulations and/or District policies and rules.
- Keep in mind that you do not have control of what others may submit or post on social networking websites; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.
- It could be viewed as inappropriate for District employees to communicate with current students enrolled in the District through social media, such as through electronic messaging or any social networking website. This includes becoming “friends” on such sites or otherwise allowing students to access your site page to communicate. You should refrain from creating personal pages on social networking websites and other personal web pages

or electronic messaging that permit social interaction with current students enrolled in the District.

- Employees may use professional web pages that are created through the District and used solely for school-related purposes. You should notify parents of your intention to use this media to communicate with students and the intended purpose of such communications. All ethical expectations for appropriate employee/student relationships must be followed.
- You should refrain from providing your personal contact information to student's currently enrolled in the District. You should only provide your official District email address and/or telephone number as a way to communicate with students or parents regarding District business.
- During the work day, you should refrain from participating on any personal social media, regardless of whether such participation is through District or personal equipment.
- Employees are encouraged to post positive information about the district. Employees should exercise restraint concerning posting and agreeing or liking negative comments about the district, its employees, staff, and students.

Disciplinary Action

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he or she should consult his or her supervisor.

Legal Reference: Iowa Code § 279.8 (2011).281 I.A.C. 13.35, .26