Due to the CDC’s social distancing recommendations, members of the public may view the meeting via a live stream on the Independence Community School’s Facebook page. This Facebook link is on our website’s home page at www.independence.k12.ia.us.

Re: Working agenda for the special meeting on **Tuesday, June 30, 2020** beginning at **12:00 Noon** at the **School Administration Office, 1207 1st Street West, Independence, IA**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. CONSIDERATION OF ACTION ON CONSENT ITEMS
   A. Approval of Board Policies (*changes noted)

### First Readings:

<table>
<thead>
<tr>
<th>POLICY #</th>
<th>POLICY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 409.1*</td>
<td>Employee Vacation – Holidays</td>
</tr>
<tr>
<td>2. 409.2 (rewrite), 409.2E1 (new), 409.2E2 (new)</td>
<td>Employee Leave of Absence and Emergency Paid Sick Leave Request Form Under the Families First Coronavirus Response Act (FFCRA), and Expanded Family and Medical Leave Request Form Under the Families First Coronavirus Response Act (FFCRA),</td>
</tr>
<tr>
<td>3. 409.3* and 409.3E1*</td>
<td>Employee Family and Medical Leave and Leave Notice to Employees</td>
</tr>
<tr>
<td>4. 409.4 (rescinded)</td>
<td>Licensed Employee Bereavement Leave</td>
</tr>
<tr>
<td>5. 409.5 (rescinded)</td>
<td>Licensed Employee Political Leave</td>
</tr>
<tr>
<td>6. 409.6 (rescinded)</td>
<td>Licensed Employee Jury Duty Leave</td>
</tr>
<tr>
<td>7. 409.7 (rescinded)</td>
<td>Licensed Employee Military Service Leave</td>
</tr>
<tr>
<td>8. 414.1 (rescinded)</td>
<td>Classified Employee Vacations – Holidays – Personal Leave</td>
</tr>
<tr>
<td>9. 414.2 (rescinded)</td>
<td>Classified Personal Illness Leave</td>
</tr>
<tr>
<td>10. 414.3 and 414.3E1 (rescinded)</td>
<td>Classified Employee Family and Medical Leave and Classified Employee Family and Medical Leave Notice to Employees</td>
</tr>
</tbody>
</table>

"Educating people to be life-long learners and respectful, responsible citizens"
<table>
<thead>
<tr>
<th>POLICY #</th>
<th>POLICY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>414.4 (rescinded) Classified Employee Bereavement Leave</td>
</tr>
<tr>
<td>12.</td>
<td>414.5 (rescinded) Classified Employee Political Leave</td>
</tr>
<tr>
<td>13.</td>
<td>414.6 (rescinded) Classified Employee Jury Duty Leave</td>
</tr>
<tr>
<td>14.</td>
<td>414.7 (rescinded) Classified Employee Military Service Leave</td>
</tr>
<tr>
<td>15.</td>
<td>501.9* and 509.1E1 (new) Student Absences – Excused and Request for Remote Learning Form</td>
</tr>
<tr>
<td>16.</td>
<td>601.2* School Day</td>
</tr>
<tr>
<td>17.</td>
<td>604.12 (new) Appropriate Use of Online learning Platforms</td>
</tr>
<tr>
<td>18.</td>
<td>907 and 907.R1 (new) District Operation During Public Emergencies and District Operations During a Public Health Emergency Regulation</td>
</tr>
</tbody>
</table>

B. Approval of Resignations/Retirements

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gwen Decker</td>
<td>West Elem 7.0 hr Sp Ed Para</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>Rachel Hurley</td>
<td>JSH Social Studies Teacher</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>Rachel Hurley</td>
<td>JSH Social Studies Curriculum Leader</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>Michelle Langdale</td>
<td>Bus Garage 6.5 hr Van Driver</td>
<td>06/30/2020</td>
</tr>
</tbody>
</table>

C. Approval of Transfers/Reassignments

<table>
<thead>
<tr>
<th>NAME</th>
<th>PREVIOUS ASSIGNMENT</th>
<th>NEW ASSIGNMENT</th>
<th>SALARY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa Hocken</td>
<td>East Elem 4.5 hr At-Risk Para</td>
<td>East Elem 5.5 hr Cook/Food Service Worker</td>
<td>$10.60/hr</td>
<td>08/24/2020</td>
</tr>
</tbody>
</table>

D. Approval of New Hires (pending acceptable licensure and background checks)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>SALARY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison Corkery</td>
<td>JSH English/Lang Arts Teacher</td>
<td>2020-2021 Salary*</td>
<td>08/17/2020</td>
</tr>
<tr>
<td>Jessica Magnuson-Canady</td>
<td>West Elem Professional School Counselor</td>
<td>2020-2021 Salary*</td>
<td>08/17/2020</td>
</tr>
<tr>
<td>McKinley Meyer</td>
<td>JSH Social Studies Teacher</td>
<td>2020-2021 Salary*</td>
<td>08/17/2020</td>
</tr>
<tr>
<td>Brooke Reed</td>
<td>East Elem Kindergarten Teacher</td>
<td>2020-2021 Salary*</td>
<td>08/17/2020</td>
</tr>
<tr>
<td>LouAnn Bresson</td>
<td>End of School Year Sp Ed Teacher</td>
<td>$30.00/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Jill Eddy</td>
<td>End of School Year Sp Ed Teacher</td>
<td>$30.00/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Chrissy Kimball</td>
<td>Elementary Summer School Teacher</td>
<td>$30.00/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Danielle Miller</td>
<td>End of School Year Sp Ed Teacher</td>
<td>$30.00/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Kelly Mitchell</td>
<td>Elementary Summer School Teacher</td>
<td>$30.00/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Heather Nefgzer</td>
<td>Elementary Summer School Teacher</td>
<td>$30.00/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Kerry Pasker</td>
<td>Elementary Summer School Teacher</td>
<td>$30.00/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Janet Shannon</td>
<td>End of School Year Sp Ed Para</td>
<td>$10.55/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Robin Van Raden</td>
<td>Elementary Summer School Teacher</td>
<td>$30.00/hr</td>
<td>06/29/2020</td>
</tr>
<tr>
<td>Brittany Holt</td>
<td>East Elem Positive Action Initiative Leader</td>
<td>$1,500</td>
<td>07/2020</td>
</tr>
<tr>
<td>Kelly Kress</td>
<td>East Elem Kindergarten Curriculum Leader</td>
<td>$3,500</td>
<td>07/2020</td>
</tr>
<tr>
<td>Amanda Whitaker</td>
<td>West Elem Positive Action Initiative Leader</td>
<td>$1,500</td>
<td>07/2020</td>
</tr>
</tbody>
</table>

*Pending 2020-2021 Negotiations

"Educating people to be life-long learners and respectful, responsible citizens"
4. NEW BUSINESS
   A. Consider Approval of the Return to Learn Plan for 2020-2021
   B. Consider Approval of the Revised School Calendar for 2020-2021

5. ADJOURNMENT

UPCOMING MEETINGS –
Monday, July 20th Regular Meeting 6:00 p.m. - TBD
Monday, August 17th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, September 21st Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, October 19th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, November 16th Regular/Annual and Organizational Meeting 6:00 p.m. - Central Office Board Room, Independence

"Educating people to be life-long learners and respectful, responsible citizens"
LICENSÉD EMPLOYEE VACATION - HOLIDAYS - PERSONAL LEAVE

The board will determine the amount of vacation and holidays, and personal leave that will be allowed on an annual basis for licensed employees.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacations and holidays, and personal leave for licensed employees.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the Board regarding the vacations, holidays and personal leave of such employees shall be followed.

Legal Reference: Iowa Code §§ 1C.1; 4.1(34); 20.

Cross Reference: 414.1—Classified Employee Vacations—Holidays—Personal Leave
601.1 School Calendar

02/27/2012
03/20/2017
06/17/2019
LICENSED EMPLOYEE PERSONAL ILLNESS LEAVE

Licensed employees shall be granted fifteen days of sick leave in their first year of employment. "Day" is defined as one work day regardless of full time or part time status of the employee. A new employee shall report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year.

Sick leave may be accumulated up to a maximum of 120 days for licensed employees.

Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee shall comply with the board policy regarding family and medical leave.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the Board regarding the personal illness leave of such employees shall be followed.

29 C.F.R. § 825.
Iowa Code §§ 20; 85; 216; 279.40.

Cross Reference: 403.2 Employee Injury on the Job
409.3 Licensed Employee Family and Medical Leave

Approved 11/1/2004 Reviewed 02/27/2012 Revised 08/18/2008
03/20/2017 06/17/2019
06/17/2019

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
EMPLEYEE LEAVE OF ABSENCE

The board will offer the following leave to regular licensed employees:
• Personal Illness (Sick) Leave – Leave for medically-related disability or illness
• Family Sick Leave - Leave to care for a sick member of the employee’s immediate family
• Bereavement Leave – Leave to mourn the loss of a family member or close friend
• Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
• Jury Duty Leave – Leave to be excused for jury duty
• Military Leave – Leave for military service, including the national guard
• Political Leave – Leave for elective public office
• Professional Leave

The board will offer the following paid leave to regular classified employees:
• Personal Illness (Sick) Leave – Leave for medically-related disability or illness
• Family Sick Leave – Leave to care for a sick member of the employee’s immediate family
• Bereavement Leave – Leave to mourn the loss of a family member or close friend
• Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
• Jury Duty Leave – Leave to be excused for jury duty
• Military Leave – Leave for military service, including the national guard
• Political Leave – Leave for elective public office
• Professional Leave

The provisions of each leave offering will be detailed in the Master Contract and/or Employee Handbook.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional leave.

Legal Reference:
29 U.S.C. §§ 2601 et seq.
Pub.L. 116-127
29 C.F.R. §§ 825; 826.
Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A.

Cross Reference:
403.2 Employee Injury on the Job
409.3 Licensed Employee Family and Medical Leave
409.8 Licensed Employee Unpaid Leave

Approved _______________ Reviewed _______________ Revised _____________
EMERGENCY PAID SICK LEAVE REQUEST FORM UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Name: __________________________________________

Anticipated Begin Date: __________________________

Expected Return to Work Date: _____________________

**Employee Request for Leave at Full Pay**

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the employee's full regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the related instructions.

I am unable to work or telework for the following reasons:

- I am quarantined pursuant to Federal, State, or local government order.
- I am quarantined on the advice of a health care provider due to COVID-19 concerns.
- I am experiencing COVID-19 symptoms and seeking a medical diagnosis.

*Please attach the applicable government order or documentation from medical provider corresponding to the item(s) selected. If you are experiencing symptoms and seeking a medical diagnosis, please identify your symptoms and the date of your medical appointment.*

**Employee Request for Leave at 2/3 Pay**

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the 2/3 of the employee's regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the related instructions.

I am unable to work or telework for the following reasons:

- I need to care for an individual subject to quarantine pursuant to Federal, State, or local government order or advice of a health care provider due to COVID-19. I represent that no other person will be providing care for the individual during the period for which I am receiving Emergency Paid Sick Leave.

*Please attach the applicable government order or documentation from medical provider.*

- I am experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

*Please attach the applicable government order or documentation from medical provider.*
I am unable to work or telework because I need to care for my child under age 18 because my child's elementary or secondary school, childcare provider, or child's place of care has been closed or is unavailable due to COVID-19. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving Emergency Paid Sick Leave.

If the age of one or more of the children is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours:

Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The District reserves the right to request confirmation regarding the nature of the closure or unavailability.

If you are requesting 2/3 paid leave in conjunction with Expanded Family Medical Leave to care for a child under the age of 18 affected by school or care closure due to COVID-19, please complete the “Expanded Family and Medical Leave Request Form” to submit with this form.

I acknowledge that the above information is true to the best of my knowledge.

Signed: ____________________________________________

Date: _____________________________________________
EXPANDED FAMILY AND MEDICAL LEAVE REQUEST FOR UNDER THE FAMILIES FIRST
CORONAVIRUS RESPONSE ACT (FFCRA)

Name: ________________________________

Anticipated Begin Date: __________________

Expected Return to Work Date: ____________

Employees may be entitled to expanded family medical leave in accordance with the Families First Coronavirus Response Act (FFCRA) if the employee satisfies eligibility standards.

Reason for Leave

Employees satisfying the standards below are eligible for 12 weeks* of leave. The first two weeks of the leave are unpaid unless the employee selects available options in the next box. The remaining 10 weeks of leave are paid at 2/3 of the employee's regular compensation rate unless other options are selected on this form. Please select the applicable reason and follow the related instructions.

I, ________________________________, request family and medical leave because I am unable to work or telework because I need to care for my child(ren) under 18 because my child(ren)'s elementary or secondary school, childcare provider, or child's place of care has been closed or is unavailable due to COVID-19. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving expanded family medical leave benefits.

If the age of one or more of the children is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours:

Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The District reserves the right to request confirmation regarding the nature of the closure or unavailability.

* An employee who qualifies for and utilizes the Emergency Paid Sick Leave provisions of the FFCRA, is entitled to an additional 10 weeks of Emergency FMLA.

Substitution of Paid Leave for the First Ten Days of Expanded Family Medical Leave

In accordance with the FFCRA, the first ten days of expanded family medical leave is unpaid, however you may be eligible to use Emergency Paid Sick Leave provided through the FFCRA to cover this period at 2/3 of full pay. In the event you have already used Emergency Paid Sick Leave, you are permitted to use available District-provided paid leave to cover this period at full pay. Please indicate if you would like to use paid leave during the first 10 days of your absence and how many hours you plan to use. Requested leave is subject to availability based on confirmation by the School District. If requesting Emergency Paid Sick Leave, please complete and submit an “Emergency Paid Sick Leave Request Form.”

___ Emergency Sick Leave ___ Sick Leave ___ Personal Leave

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
EXPANDED FAMILY AND MEDICAL LEAVE REQUEST FOR UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

**Supplement 2/3 Pay with Accrued District Leave**

Employees may choose to supplement the 2/3 pay provided through expanded family medical leave with accrued District leave to earn full compensation. Please indicate if you would like to use paid leave during your expanded family medical leave to supplement your 2/3 expanded family medical leave compensation. Requested leave is subject to availability based on confirmation by the District.

___ Emergency Sick Leave ___ Sick Leave ___ Personal Leave

After completing the first ten days of expanded family medical leave, an employee may choose to take 10 weeks of continuous leave under expanded family medical leave for the reason indicated above. Continuous leave means the employee will not complete any District duties during this period but will be compensated based on the options selected above.

An employee may also choose to take 10 weeks of intermittent leave only with the District’s permission. Intermittent leave means an employee will complete some District duties on a modified schedule as approved by the employee’s supervisor. When using intermittent leave, the employee will receive full regular pay for hours worked and 2/3 of regular pay during periods on expanded family medical leave unless supplemented in a manner noted above.

I am requesting (choose one):
___ continuous leave
___ intermittent leave

If your need for leave is intermittent, please describe the requested schedule for your intermittent leave:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I acknowledge that the above information is true to the best of my knowledge.

Signed ________________________________________________________________

Date __________________________
LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE

Family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as fiscal year. Requests for family and medical leave shall be made to the superintendent.

After all applicable leaves are exhausted, employees are allowed to apply for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave.

This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor’s website. Contact the central administration office if you need assistance.

- Compliance Poster (PDF)  
- WH-380-E Certification of Health Care Provider for Employee’s Serious Health Condition (PDF)  
- WH-380-F Certification of Health Care Provider for Family Member’s Serious Health Condition (PDF)  
- WH-381 Notice of Eligibility and Rights & Responsibilities (PDF)  
  - https://www.dol.gov/whd/forms/WH-381.pdf
- WH-382 Designation Notice (PDF)  
- WH-384 Certification of Qualifying Exigency For Military Family Leave (PDF)  
- WH-385 Certification for Serious Injury or Illness of Covered Service member – for Military Family Leave (PDF)  

Iowa Code §§ 20; 85; 216; 279.40.

Cross Reference: 409.2 Licensed Employee Personal Illness Leave  
414.3 Classified Employee Family and Medical Leave

Approved 11/1/2004  
Reviewed 12/17/2007  
Revised 09/21/2009

06/17/2019  
04/16/2012  
07/17/2017  
06/17/2019
LICENSED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted.

The requirements stated in the Certified Employee Master Contract regarding employee bereavement leave shall be followed.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved 06/17/2019 Reviewed 06/17/2019 Revised
LICENSED EMPLOYEE POLITICAL LEAVE

The board will provide a leave of absence to licensed employees to run for elective public office. The superintendent shall grant a licensed employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The licensed employee will be entitled to one period of leave to run for the elective public office, and the leave may commence within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent of schools at least thirty days prior to the starting date of the requested leave.


Cross Reference: 401.15 Employee Political Activity
409 Licensed Employee Vacations and Leaves of Absence

Approved 11/1/2004 Reviewed 12/17/2007 Revised 03/19/2012
03/20/2017
LICENSED EMPLOYEE JURY DUTY LEAVE

The board will allow licensed employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service shall notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Licensed employees will receive their regular salary. Any payment for jury duty shall be paid to the school district.


Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved 11/1/2004 Reviewed 12/17/2007 Revised ________________

03/19/2012

03/20/2017

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
LICENCED EMPLOYEE MILITARY SERVICE LEAVE

The board recognizes licensed employees may be called to participate in the armed forces, including the National Guard and Reserves. If a licensed employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave shall be without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.


Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved 11/1/2004 Reviewed 03/19/2012 Revised 4/21/2008

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
CLASSIFIED EMPLOYEE VACATIONS–HOLIDAYS–PERSONAL LEAVE

The board shall determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for classified employees through the negotiation process.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation days may be carried over from one year to the next, but the days carried over must be used before December 31st. Any vacation days carried over to the following year and not used by December 31st shall be considered lost.

Classified employees, whether full-time or part-time, shall have time off in concert with the school calendar.

The requirements stated in the Classified Employee Master Contract regarding employee vacations, holidays and personal leave shall be followed.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.9.

Cross Reference: 409.1 Licensed Employee Vacations–Holidays–Personal Leave
601.1 School Calendar

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
CLASSIFIED EMPLOYEE PERSONAL ILLNESS LEAVE

Classified employees shall be granted fifteen days of sick leave in their first year of employment. "Day" is defined as one work day regardless of full time or part-time status of the employee. A new employee shall report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 115 days for classified employees.

Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request to the superintendent a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board and the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee shall comply with board policy regarding family and medical leave.

If an employee is eligible to receive workers' compensation benefits, the employee shall contact the board secretary to implement these benefits.

The requirements stated in the Classified Employee Master Contract regarding personal illness leave shall be followed.

Iowa Code §§ 20; 85.33, .34, .38(3); 279.40 (2003).

Cross Reference: 403.2 Employee Injury on the Job
414.3 Classified Employee Family and Medical Leave

Approved 11/1/2004 Reviewed 06/19/2017 Revised 08/18/2008
06/17/2019 06/18/2012
CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE

Family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as fiscal year. Requests for family and medical leave shall be made to the superintendent.

After all applicable leaves are exhausted, employees are allowed to apply for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave.

This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor’s website. Contact the central administration office if you need assistance.

- Compliance Poster (PDF)

- WH-380 F Certification of Health Care Provider for Employee’s Serious Health Condition (PDF)

- WH-380 F Certification of Health Care Provider for Family Member’s Serious Health Condition (PDF)

- WH-381 Notice of Eligibility and Rights & Responsibilities (PDF)
  - https://www.dol.gov/whd/forms/WH-381.pdf

- WH-382 Designation Notice (PDF)

- WH-384 Certification of Qualifying Exigency For Military Family Leave (PDF)

- WH-385 Certification for Serious Injury or Illness of Covered Service member—Military Family Leave (PDF)

Iowa Code §§ 20, 85.33, .34, .38, 216, 279.40 (2009).

Cross Reference: 409.3 Licensed Employee Family and Medical Leave
414.2 Classified Employee Personal Illness Leave

Approved 11/1/2004 Reviewed 06/17/2019 Revised 09/21/2009

06/18/2012
07/13/2017
06/17/2019
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- 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.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protection
During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Job Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule.
when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

**Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**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 discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

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.

**Note:** FMLA section 109 (29 U.S.C. § 2619) requires FMLA-covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

If you have access to the Internet visit FMLA’s website: [http://www.dol.gov/esa/whd/fmla](http://www.dol.gov/esa/whd/fmla).


For a listing of records that must be kept by employers to comply with FMLA visit the U.S. Dept. of Labor’s website: [http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_825/29CFR825.500.htm](http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_825/29CFR825.500.htm)

US Dept. of Labor
CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a classified employee’s immediate family, bereavement leave may be granted.

The requirements stated in the Classified Employee Master Contract regarding employee bereavement leave shall be followed.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

Legal Reference: —— Iowa Code §§ 20; 279.8.

Cross Reference: —— 414 —— Classified Employee Vacations and Leaves of Absence

Approved 11/1/2004 — Reviewed 02/18/2008 — Revised 06/18/2012

06/19/2017 — 06/17/2019

06/17/2019
CLASSIFIED EMPLOYEE POLITICAL LEAVE

The board will provide a leave of absence to classified employees to run for elective public office. The superintendent shall grant a classified employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The classified employee will be entitled to one period of leave to run for the elective public office, and the leave may commence any time within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent at least thirty days prior to the starting date of the requested leave.


Cross Reference: 401.15 Employee Political Activity
414 Classified Employee Vacations and Leaves of Absence

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
CLASSIFIED EMPLOYEE JURY DUTY LEAVE

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service shall notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Classified employees will receive their regular salary. Any payment for jury duty shall be turned over to the school district.

The requirements stated in the Classified Employee Master Contract regarding jury duty shall be followed.


Cross Reference: ——— 414 ——— Classified Employee Vacations and Leaves of Absence

Approved 11/1/2004 ——— Reviewed 02/18/2008 ——— Revised 06/18/2012

________________________________________ 06/19/2017
________________________________________ 06/17/2019

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
CLASSIFIED EMPLOYEE MILITARY SERVICE LEAVE

The board recognizes classified employees may be called to participate in the armed forces, including the National Guard and Reserves. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave shall be without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.


Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved 11/1/2004 Reviewed 06/18/2012 Revised 03/17/2008

06/19/2017

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
STUDENT ABSENCES-EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents should understand that any absence not excused by a physician, school nurse, or building principal shall be considered an absence from school.

Any absences excused by either a physician, school nurse, or building principal (including any school sponsored or approved activities) shall be considered as days in attendance for the purpose of the truancy law.

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards students’ cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

Students shall make up the work missed to receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities are only allowed to miss until noon of the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent to notify the student's attendance center no later than 10:00 a.m. of the day the student is absent, or as soon as the parent knows the student will not be attending school on that day. The principal/designee will request evidence or written verification of the student's reason for absence.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference:  
34 C.F.R. sec. 300  
28 C.F.R. Pt. 35  
281 I.A.C. 12.2(4).

Cross Reference:  
501 Student Attendance  
503 Student Discipline  
504 Student Activities  
506 Student Records

Approved 07/17/2006  Reviewed 08/18/2008  Revised 06/19/2006
12/17/2018  12/16/2013
REQUEST FOR REMOTE LEARNING FORM

Date: ______________________

Student Name: ____________________________________________

Attendance Center: ________________________________

Parent/Guardian: _______________________________________

I, __________________________________________ (Parent/Guardian) am requesting accommodation for my child, ___________________________ (Student Name) to participate in remote learning opportunities for the duration of the declared public emergency, or until I have determined my child can safely return to traditional in-person learning at his/her designated attendance center, whichever occurs first.

I have attached to this form documentation from an Iowa Board of Medicine-licensed medical professional confirming that remote learning is medically necessary due to the vulnerable health condition of my child or of a family member residing within the same home as my child.

I understand that the district will do their utmost to accommodate my child’s learning needs, but that some learning opportunities may need to be modified in a remote environment. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

I understand that in order for my child to continue to participate in mandatory learning, his/her remote attendance will be taken, assessments administered, and grades will be counted toward my child’s cumulative grade average. I understand that any devices, technology, or materials given to my child to facilitate remote learning are the property of the district and must be returned at the end of the remote learning period.

I am requesting that remote learning opportunities begin on ____________ (date) and continue until [ ____________ (date) or the declared public emergency is dismissed].

________________________________________ (Parent/Guardian)  _________________ (Date)

Request approved by:

________________________________________ (School Official)  _________________ (Date)
SCHOOL DAY

The student school day for grades one through twelve shall consist of a minimum of six hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of the student's instructional time. The minimum school day shall meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day shall consist of a schedule as recommended by the superintendent and approved by the board.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty hours, even though any one day of school is less than the minimum instructional hours because of parent-teacher conferences have been scheduled beyond the regular school day. If the total hours of instructional time for the first four consecutive days equal at least thirty hours because parent-teacher conferences have been scheduled beyond the regular school day, the school district may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, that part of the day during which school was in session, will constitute a school day and the hours attended will be a part of the 1,080 hour requirement. The superintendent/building principals will create administrative regulations necessary to utilize any remote learning opportunities that are available and permitted by law during the period of closure. Remote learning opportunities will count toward instructional time requirements as allowed by law. During the time of remote learning, student attendance will be taken, assessments may be administered and grades will count toward students' cumulative grade point average. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans during periods of closure will be determined by each respective IEP or Section 504 team.

It shall be the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: 34 C.F.R. sec. 300
28 C.F.R. pt. 35
Iowa Code § 279.8 (2003).
281 I.A.C. 12.2(2), .2(3), .2(6).

Cross Reference: 601.1 School Calendar

Approved 11/1/2004 Reviewed 03/17/2008 Revised 08/18/2014
10/15/2012
11/20/2017
APPROPRIATE USE OF ONLINE LEARNING PLATFORMS

It is important to embrace technology that can foster a creative, interactive learning environment for students, and facilitate employee professional development and collaboration. The use of online platforms to host remote interaction between students and employees and to facilitate learning is encouraged in the district.

While student and employee instruction and communication using virtual and online platforms provides a wide array of learning opportunities, it is imperative that employees and students recognize that the use of such platforms is a privilege. Training related to the use of online learning platforms will be provided to employees and students.

The district shall carefully safeguard the right of students and employees to learn and teach in a respectful environment regardless of the method. All instruction and communication through online learning platforms should be appropriate to the age and ability of the participants. Students and employees should be aware that online platforms may be monitored by the district. Verbal and written communication occurring on these platforms may be recorded and stored by the district in accordance with applicable laws.

Any verbal or written communication on these platforms deemed to be inappropriate will subject the student and/or employee to the same disciplinary measures that would exist if the interaction took place through traditional in-person learning. Students and employees who have concerns about the proper use of these platforms are encouraged to speak with their teachers or building principal. The superintendent will make administrative regulations necessary to enforce this policy.

47 U.S.C. §254
20 U.S.C. §6777
Iowa Code §§ 715C

Cross Reference: 104 Anti-Bullying/Anti-Harassment
401.13 Staff Technology Use/Social Networking
506.1 Education Records Access
605.4 Technology in the Classroom
605.6 Internet Appropriate Use
501.6 Student Transfers In

ApprovedReviewedRevised

INDEPENDENCE COMMUNITY SCHOOL DISTRICT POLICY MANUAL
DISTRICT OPERATION DURING PUBLIC EMERGENCIES

The district believes that student learning is the heart of its core mission. While traditional in-person teaching continues to provide the greatest learning opportunity to all students, there may be rare and unusual circumstances that prevent the school community from convening in traditional in-person settings. At times of a public emergency declared by federal, state or local officials, the district will seek guidance and recommendations from federal, state and local agencies to assist in determining the safety of convening traditional in-person learning.

[During a declared public emergency, the school board delegates to the Superintendent the authority to determine whether to close school buildings to traditional in-person learning if the Superintendent determines in-person learning would hinder the health and safety of the school community. The district will instead utilize remote or hybrid learning opportunities permitted by law.]

Or

[If, due to the public emergency, the school board determines that holding traditional in-person learning at district facilities would hinder the health and safety of the school community the district will instead utilize remote or hybrid learning opportunities permitted by law.]

Following guidance and recommendations from federal, state, and local agencies when reasonably possible, the administration will create regulations related to district operations during a public emergency, including, but not limited to, student, employee and visitor safety and security; the use and safeguarding of district property; public meetings and events, and when applicable, measures to prevent or slow the spread of infectious disease.

These measures will be enforced for the period of time of the public emergency, or until the [school board and] superintendent, in consultation with federal, state and local agencies determine it is appropriate for the safety measures to end.

Legal Reference: Senate File 2310
Iowa Code ch. 279.8

Cross Reference: 403.3 Communicable Diseases - Employees
506 Student Records
507 Student Health and Well-Being

Approved ________ Reviewed ________ Revised ________
DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY REGULATION

During a public health emergency, the district will seek guidance and recommendations from federal, state and local agencies that monitor and respond to the emergency. The district will follow any mandatory closures or other mandatory measures imposed by such agencies.

The superintendent, in conjunction with relevant government agencies and/or athletic and activity associations, will determine under what circumstances the district will restrict or cancel in-person learning, student events or activities including sporting events, extracurricular clubs or meetings for students, and the use of district facilities by outside organizations.

The district will promote and follow other recommended measures and guidance from federal, state and local agencies to the extent reasonably practicable under the circumstances. These measures may include, but are not limited to the following:

On-line learning, hybrid models of learning, or modified in-person learning may occur dependent on the circumstances and in accordance with applicable law.

Hand washing and any other recommended hygiene practices will be taught to all students and employees.

Non-medical-grade face masks are encouraged to be worn by all individuals on school grounds, including students, employees and volunteers. Masks will be provided to individuals who request them. Reusable masks should be washed regularly by individuals wearing them.

Employees, volunteers and students are encouraged to monitor their temperatures each morning prior to traveling to any school building or event. Individuals with a temperature over 100.3 degrees may not enter school buildings or attend school events.

Due to the increased cost to the district of providing additional cleaning and disinfecting measures, and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has discretion to restrict the use of school buildings and facilities for non-school groups in a neutral and non-discriminatory manner.

[or]

Due to the increased cost to the district of providing additional cleaning and disinfecting measures and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has discretion to require, as a condition of using district facilities, non-school groups to provide the school district with EPA-approved cleaning and disinfecting supplies to properly clean and disinfect the space used after each event. The district may also require non-school groups to reimburse the district the actual cost of school personnel time needed to clean and disinfect school facilities after the event.
### Summary of Calendar:

**Days in classroom:**
- First & Second Term: 91
- Third & Fourth Term: 89

**Total Calendar Days:** 180

**Total Instructional Hours:** 1083:30

**Student Days:** 6 hours, 30 minutes

### CALENDAR LEGEND

- No School—Prof Development
- Early Dismissal & Late Starts
- Parent/Teacher Conferences
- End of Term
- Holidays
- Vacation Days

### HOLIDAYS:

- **Labor Day** (9/7)
- **Thanksgiving Day** (11/26)
- **Christmas Day** (12/25)
- **New Year’s Day** (1/1)
- **Spring Break** (4/2)
- **Memorial Day** (5/31)

180 Student Days
1083:30 Instructional Hours + 19 Conference Hours
1102:30 Total Hours
- 1080 Required Hours
22:30 Hours Built In

### Note:

- In-service Days may be classified as Career Development, Collaboration and/or Professional Development depending on the content of the activities being performed.

- Any full days of school missed will be made up at the discretion of the superintendent.

This calendar was adopted by the Board of Education on xx/xx/2020 and is part of each employee’s contract for the 2020-2021 school year.