



Fort Dodge Community School District

2023-2024

Substitute Handbook

Last Updated: July 2023

Fort Dodge Community School District

109 N. 25th Street Fort Dodge, IA 50501 515-576-1161

Superintendent Office

Mr. Joshua Porter, Superintendent	574-5638
Barbara Bachman, Administrative Assistant	574-5651

Educational Services

Aaron Davidson, Executive Director of Educational Services	574-5678
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Business Office

Brandon Hansel, Executive Director of Financial Services	574-5644
Pam Gollob, Payroll/Financial Specialist	574-5676
Lakeisha Haugland, Benefits/Financial Accounting Specialist	574-5646
Cecilia Regan, Print Shop	574-5663
Diana Thompson, Accounts Payable	574-5647
Anna Toohey, Accounting Specialist	574-5649

Communication Office

Director of Communications	574-5668
Elsie Witham, Administrative Assistant	574-1161

Curriculum and Student Services

Terri Boezinger, Director of Curriculum and Instruction	574-5640
Roger Porter, Director of School Safety and Security	574-5711
Administrative Assistant	574-5650
Chase Quintas, Registrar	574-5679

Food Service Office

Ursula Roberts, Administrative Assistant	574-5677
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Human Resources Office

Kimberly Whitmore, Director of Human Resources	574-5657
Brooke Naber, Human Resources Generalist	574-5653
Adriana Utley, Human Resources Generalist/Board Secretary	574-5652
Tatum Whittington, Human Resources Generalist	574-5654

Information Technology

Kevin Bailey, Supervisor of Information Technology	574-5676
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Special Education Office

Branwyn Greathouse, Director of Special Needs	574-5675
Janelle Birnbaum, Administrative Assistant	574-5667

Dodger Pride

The Fort Dodge Community School District (FDCSD) serves the communities of Fort Dodge, Badger, Coalville, and Otho as well as surrounding rural areas. Located in Fort Dodge, we are the largest district in the area serving over **3,500** students in one early childhood center, four elementary schools, one middle school and one high school.

We are proud to provide a diverse and accepting atmosphere which enriches the educational opportunities for all of our students. Each of us take on our personal responsibility in delivering excellence. Our parents are a valued and important piece of each of our student's educational experience. Our District takes pride in our highly qualified and caring team of staff.

Being a Dodger has become synonymous with a quality and diverse education that allows students to succeed in academics, visual and performing arts, athletics, and various activities. The Fort Dodge Community School District is committed to a positive growth mindset that supports each and every individual to learn and develop for the future. Together We Rise!

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department. #Proud2bfd

Message from our Superintendent

Thank you for being a Dodger! I realize there are many places you could build your career and I am happy you chose the Fort Dodge Community School District.

Your dedication, passion and commitment to our youth are building a brighter future for each of our students and our community. Every day you bring enthusiasm and kindness into the lives of our students, guiding them to greatness. Your impact is immeasurable!

You hold the keys to unlocking a world of knowledge, inspiring dreams and instilling confidence in our kids. Your influence extends far beyond our school walls. Never underestimate the impact you have on shaping lives and building a strong foundation for generations to come.

Take pride in your role, keep inspiring and never forget you are shaping the future, one student at a time. Thank you for all that you do!



Josh Porter, Superintendent

Our Schools. Our Community. Our Pride.

Mission Statement

It is the mission of the Fort Dodge Community School District to provide quality learning experiences and build relationships that develop productive citizens ready for their futures.

Vision Statement

The Fort Dodge Community School District is an innovative school community that exceeds expectations, builds meaningful relationships and creates the foundation for all learners to excel.

Foreword

This handbook is a general source of information and may not include every single possible situation that can arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, or any other formal employment contract, the terms of the policy, and/or employment contract shall govern.

Although every effort will be made to update the handbook on a timely basis, the District reserves every right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.



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Equal Opportunity and Commitment to Diversity

Equal Opportunity

It is the policy of Fort Dodge Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or grievances related to this policy, please contact Aaron Davidson, Executive Director of Educational Services, 515-576-1161, adavidson@fdschools.org, 109 North 25th Street, Fort Dodge, IA 50501, or contact the Office for Civil Rights Midwestern Division for U. S. Department of Education Office, John C. Kluczynski Federal Building 230 S. Dearborn St., 37th Floor, Chicago, IL 60604 (Alternate for Section 504 is Branwyn Greathouse, Director of Special Education/Special Needs, 515-574-5675, bgreathouse@fdschools.org, Central Administration Office, 109 North 25th Street, Fort Dodge, IA 50501).

Complaints of discrimination should be filed according to the procedures described in Board Policy.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Fort Dodge Community School District will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.

Commitment to Diversity

Fort Dodge Community School District is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. The District's Compliance Coordinator for Affirmative Action is Kimberly Whitmore (Director of Human Resources). They can be reached at 574-5657 or 109 N. 29th Street, Fort Dodge, IA 50501, kwhitmore@fdschools.org.

Affirmative Action Coordinator

The districts compliance coordinator for Affirmative Action is Kimberly Whitmore. They can be reached at 574-5657 or 109 N. 29th Street, Fort Dodge, IA 50501, kwhitmore@fdschools.org.

Anti-Bullying and Anti-Harassment

The 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. 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 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.

The districts officers for Harassment complaints and allegations is Roger Porter, Director of School Safety and Security, 576-1161 or 109 N. 29th Street, Fort Dodge, IA 50501, rporter@fdschools.org.

Anti-Retaliation

No one shall retaliate against an employee or student because they have filed a bullying/harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any person found to have retaliated in violation of this shall be subject to disciplinary action.

Physical/Sexual Abuse Investigator

The districts designated investigators of Physical/Sexual Abuse of a Student by a School Roger Porter, Director of School Safety and Security, 576-1161 or 109 N. 29th Street, Fort Dodge, IA 50501, rporter@fdschools.org. The alternate is Branwyn Greathouse. They can be reached at 576-5675 or 109 N. 29th Street, Fort Dodge, IA 50501, bgreathouse@fdschools.org.

Sex Discrimination and Harassment (Title IX)

In accordance with Title IX of the Education Amendments Act of 1972, the Fort Dodge Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The districts Coordinator for Sex Discrimination and Harassment Roger Porter, Director of School Safety and Security, rporter@fdschools.org. The Deputy Coordinator is Kimberly Whitmore, Director of Human Resources, kwhitmore@fdschools.org. They can be reached at 574-1161 or 109 N. 29th Street, Fort Dodge, IA 50501.

Substitute Information

Application

All substitutes must complete an online employment application for consideration. The link for Substitute Applications is

<https://www.applitrack.com/fdschools/onlineapp/default.aspx?Category=Substitute>.

Selection

The selection process for substitutes includes an interview, reference checks, and a background check.

Licensure

All substitute teachers must possess a license from Iowa's Board of Educational Examiners.

Here are examples of teaching license:

- Substitute License: Valid for five (5) years. Substitute teach for a contracted teacher out on leave in any subject grades PK-12. May serve in one position up to 90 days (long-term sub)
- Substitute Authorization: Allows an individual to substitute in grades PK-12 for no more than five (5) consecutive days and no more than ten (10) days in a 30-day period in one job assignment for a regularly assigned teacher who is absent, except in the driver's education classroom. Only the BOEE may approve exceptions to this.
- Initial License: Holds substitute authority including long-term subbing.
- Standard License: Holds substitute authority including long-term subbing.
- Master Educator: Holds substitute authority including long-term subbing.

See the Board of Educational Examiner's website at <https://www.boee.iowa.gov/license-types-and-applications/license-and-authorization-information> for details on licensure.

College Transcript

Teachers and paraeducator substitutes with 60 college credit hours (or more) or a teaching license, must submit a copy of the license and a copy of the official transcripts showing earned credits and degree(s) to Human Resources upon hire. For Paraeducator substitutes, this may increase the hourly pay rate.

Physical Examination

All substitutes must submit evidence of successfully passing a physical examination upon initial employment.

Orientation of New Employees

New employees will need to complete the new employee forms and return them to Human Resources in the Central Administration Office. Human Resources will notify each new employee of trainings that are necessary.

Internet Usage/Email Access

All employees need to fill out and submit an Internet Agreement Form at time of hire and obtain internet and email access to the Fort Dodge Community School System.

SUBSTITUTES MUST COMPLETE ALL DOCUMENTS LISTED AND SUBMIT TO HUMAN RESOURCES PRIOR TO ACCEPTING SUBSTITUTE ASSIGNMENTS.

Assignment

The district has the right of assignment. During the preparation period of the regularly scheduled teacher, the Substitute Teacher may be required to fill in for a different teacher.

Substitute Assignment

Substitute assignments are made through Absence Management (formerly AESOP), a web-based software program. All substitutes will be provided with guidelines on how to use Absence Management. Available jobs can be retrieved via the internet or by phone. If an assignment is not picked up prior to 6:30 a.m. on the day of the assignment, the automated system will begin to call available substitutes who have identified the site and subject/grade as preferred. These calls start at 6:00 a.m. and will continue to call available substitutes until the positions is half completed (meaning the system stops calling after half of the day has passed). If a substitute wants to avoid getting calls through the automated system, they should access Absence Management to accept assignments in advance or activate their "Do Not Disturb" status. When contacted by phone for an assignment, follow the prompts to accept or decline the assignment. It is the substitutes' responsibility to show up for assignments that they accept and to also cancel in a timely manner if the substitute becomes unavailable to fill the assignment. Not showing up for an assignment, without any notification, may be grounds for removal from the active substitute list.

For assistance, please contact the Human Resources Office at personnel@fdschools.org.

For access to AESOP while in one of the schools, please log in to any available District computer with the following information: USERNAME: fdcsub PASSWORD: aesop247

Dress Code

Substitutes and employees are to serve as positive role models for the students who come in contact with them during and after school hours. All substitutes are expected to dress as

professionals on a daily basis, in business-like attire, appropriate for the position assigned. Clothing should be neat, clean and in good taste and not detract from the learning/educational environment of students. Visible tattoos that are obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distract the educational environment need to be covered. Friday is spirit day, you can wear jeans with Dodger attire.

Arriving at Assigned School

Check in with the building secretary upon arrival. Teacher and paraeducator hours vary slightly by building. Carefully check the assigned work hours on the AESOP job assignment. If there is an unforeseen emergency and you are not able to arrive on time, notify the building secretary immediately.

Butler Elementary	945 S. 18 th Street	574-5882
Cooper Elementary	2420 14 th Avenue	574-5830
Early Childhood Center	104 S 17 th Street	574-5740
Duncombe Elementary	1620 6 th Avenue N	574-5623
Feelhaver Elementary	1300 14 th Avenue N	574-5680
Middle School	800 N 32 nd Street	574-5711
Senior High	819 N 25 th Street	574-5777

Ask the building's office personnel how to report on student attendance, inquire about any special instructions or planned activities and identify a contact person if you need assistance (e.g.: behavior problems, etc.). Determine if the regular teacher has any special duties that you will need to perform.

Teacher Substitute Classroom Preparations

- Check the teacher's mailbox to see if there are items you may need and then go to your assigned room.
- Introduce yourself to other staff.
- Locate the substitute folder and review the teacher's daily schedule, lesson plan book, seating charts, grade book, textbooks, and other needed materials.
- Make no changes in the seating arrangement or other parts of the room organization. The only exception would be for a different grouping of students for instructional purposes.
- Supervision of the halls between classes is a responsibility of all teachers. As students come into the building/classroom or leave the building/classroom, please be outside of your room.
- Follow the lesson plans that the regular teacher has written.

Paraeducator Substitute Classroom Preparations

- Introduce yourself to other staff.
- Confer with the classroom teacher to determine your responsibilities and schedule for the day.

Important Considerations for All Substitutes

- Review fire drill regulations and exit procedures. The signals for fire and tornado drills differ in each building. Be sure you know the correct procedure for each building and for the room to which you are assigned.
- Maintain a high standard of professionalism and abide by confidentiality regarding student performance and behavior.
- Effective classroom management is a prerequisite for quality learning to occur. Exhibit confidence, and treat students with respect. Any unusual disciplinary problems should be brought to the attention of the classroom teacher or the administrator.
- When substituting for an extended period of time, you are to attend scheduled meetings. When in doubt, ask the administrator of the building.
- If any person comes to your room and requests the release of a student, that person should be directed to the administrator. Students who are to be released must have the approval of the administrator.

Classroom Management

Teachers and Paraeducators are expected to assume responsibility for classroom management. Teachers are charged with the responsibility of informing students about proper building procedures and rules of conduct as well as correcting students' misconduct.

Every reasonable effort should be made to resolve management problems before students are referred to the office. Occasionally, inappropriate student behavior may occur which warrants the removal of a student from the class. Exclusions from a classroom are to be immediately brought to the attention of the school's office personnel. Conditions which may lead to the removal of a student from a class would include the following: Disruption of the educational process in the room or safety concerns.

The removal of a student should only be initiated after other attempts to correct or discipline the student have failed. At all times staff are to exhibit professionalism, sound judgement and respect for others.

In order to provide for the safety and security of all students, an employee may use reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

- to quell a disturbance or prevent an act that threatens physical harm to any person;

- to obtain possession of a weapon or other dangerous object within a student's control;
- for the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3;
- for the protection of property as provided for in Iowa Code section 704.4 or 704.5;
- to remove a disruptive student from class or any area of school premises or from school-sponsored activities off school premises;
- to protect a student from the self-infliction of harm;
- to protect the safety of others.

Review and follow the District's Student Discipline Policy 500.5 and Physical Restraint Policy 500.5A. <https://www.fdschools.org/district/board-of-education/policies-and-procedures/500-series/>

At the End of the Assignment

Hours vary slightly by building. If the last hour of the day is prep time and all work is completed for the classroom, check with the administrator or secretary to be assigned supervision.

The substitute is not to leave prior to the end of the work day unless it has been approved by the administrator.

Teacher Substitutes:

- Before you leave, grade as much of the assigned work as possible.
- Provide a written summary of the work completed, or not completed, as well as any other information that would be helpful to the teacher, including individualized and group dynamics.
- Check out at the end of the day with the building secretary is required.
- Contact the building secretary if you have any questions.
- Check with the building principal or secretary at the close of the day to provide any information concerning any behavior in the classroom.

Paraeducator Substitutes:

- Check out at the end of the day with the building secretary is required.
- Contact the building secretary if you have any questions.

Rate of Pay

A daily teacher substitute's rate of pay is \$150 a day. All substitute teachers will receive this amount for the first ten (10) continuous days of a specific teaching assignment. On the eleventh (11th) day in the same assignment and continuing thereafter on the specific teaching assignment. For following long term placements, 10 days or more, within the same school year, the substitute teacher will start at the regular salary schedule commensurate step 0 of the

teacher's BA lane for the duration of the long term assignment. This must be clearly notated by the building on the timesheet.

If a person is scheduled to substitute, has reported in at the assigned building, and then school is cancelled (e.g.: inclement weather), the substitute will be paid on the basis of one day or one-half day whichever most closely reflects time worked. You must check in/out with the building secretary.

Paraeducator substitute's base rate of pay is \$13.82 per hour. An additional \$.40 per hour will be added for 60 college credit hours or more from an accredited institution of higher education. Another \$.30 per hour will be added for paraeducator certification or teaching license. A copy of the paraeducator certificate, teaching license, and transcripts must be on file in the Human Resource Office to receive the higher rate of pay.

Custodial substitute rate of pay is \$15.00 per hour.

Secretarial substitute rate of pay is \$15.48 per hour.

Payroll Dates

Substitutes are paid on the number of days indicated on the timesheet. Therefore, please be sure to check in and out each day you sub with the building secretary. Any questions relative to paychecks or withholdings should be directed to the Business Office at 574-5648.

Sub teachers and nurses are paid monthly on the 20th of the month. All other subs are paid on a bi-weekly basis.

Payroll Deductions

Substitutes are subject to payroll deductions required by law such as Federal and State income tax, FICA, Medicare and IPERS, based on individual's information. A withholding on each day's pay is required by Federal and State laws for income tax purposes as well as social security.

Employees who sign up to substitute in the District will have IPERS deducted from their paycheck after their earnings reach \$1,000 for two consecutive quarters.

Pay Stub

You may access your pay stub or W-2 at <http://wl.sui-online.com>. Your user ID is the first 4 letters of your last name & the first 4 letters of your first name. Your password is the last 4 numbers of your social security number.

Inclement Weather

If school is cancelled / has late start due to weather, etc., it is the substitute's responsibility to listen to radio/tv for announcements. Substitutes will not get a call from the District to notify them of the cancellation.

Radio Stations - Alpha Media Stations: K97, Sunny 99.7, 105.9 The Beach, Mix 94.5, KWMT AM 540, 92.1 The Eagle and KVFD, KQWC - out of Webster City, Des Moines Stations through WHO: 1040 WHO, The Bus 100.3, KISS 107.5, Alt 106.3, 1460 KXNO and 96.9 the Bull.

TV Stations - WHO 13, KCCI 8, and WOI 5.

Also posted on the District's website: www.fdschools.org, Facebook page: Fort Dodge Community School District and Twitter: @fdcsd

Responsibilities of the Regular Teacher for the Teacher Substitute

The following should be on the desk or be easily located: Detailed lesson plans, a list of student names and seating chart(s), a weekly time schedule of classes (curriculum areas to cover), a list of students in various special groups that are needed to implement the lesson plans (i.e.: reading groups, lab partners), the identification of supervisory responsibilities (e.g.: duty at noon, recess, bus duty, lunch dismissal time, etc.), the fire drill and other emergency procedures, any important or unique information about any student (physical problems, essential health concerns, etc.), and special schedules (e.g.: Band, Title I, etc.).

Identified copies of textbooks, manuals, and workbooks for use in implementing the lesson plans should be easily located. An alternate lesson plan must be available, if the topic(s) to be covered is/are controversial and/or need the careful guidance of the regular classroom teacher.

Resignation from Employment

To be removed as a substitute with Fort Dodge Community School, a written resignation must be submitted to Human Resources including the effective date and the reason for the resignation. We ask that all substitutes accept and fulfill a minimum of 1 day per semester in order to remain active. After 2 semesters of not meeting the requirement, unless previous arrangements have been made, a substitute will be moved to the inactive list.

Personnel File

You may review your personnel file, upon setting an appointment time in the Human Resources office.

Helpful Hints

Be pleasant.
Be firm and fair.
Deal with each student in a kind & just manner.
Model good character.
Maintain dignity.
Be patient.
Respect each student.
Be enthusiastic.
Talk with students, not at them.

Make directions clear & concise.
Be professional.
Have a healthy and professional sense of humor, but don't overdo.
Be prompt.
Avoid threats.
Follow normal classroom procedures.
Ask for help when needed.
Never leave students unsupervised
Be as prepared as possible.

Additional Website Information

Web Link (Pay Stub/W-2s) - <http://wl.sui-online.com/FortDodgeIA/Login.aspx?ReturnURL=%2fFortDodgeIA>

Absence Management (AESOP) – <http://www.aesoponline.com>

Absence Management (AESOP) help –

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115004472967-Getting-Started-as-a-Substitute>

Calendar

2023-24 Fort Dodge Community School Calendar



This calendar has 1124.5
student contact hours for TK-12.

Summary of Calendar

1 st Quarter	Oct 25
1 st Trimester	Nov 17
2 nd Quarter/1 st Semester	Jan 12
2 nd Trimester	Mar 1
3 rd Quarter	Mar 20
4 th Quarter/2 nd Semester	May 24
3 rd Trimester	May 24

End of Quarters **Bold**

CALENDAR LEGEND

New Teacher Orientation	
Teacher Workday/Prof Dev. (No School)	
PreK-12 Prof. Dev. (No School)	
Vacation/Holidays	
No School Days (Conferences/Conf Comp)	

Snow Days:

If needed February 19th will be a snow make-up day. Additional make-up days will be added at the end of the year.

Hours

Teacher hours:	7:45 am – 3:45 pm
Wednesdays:	7:45 am - 4:30 pm
Student hours:	
ECC PreK	8:00 am – 2:45 pm
ECC TK/K	8:00 am – 3:10 pm
Elementary	8:00 am – 3:15 pm
Middle School	8:00 am – 3:05 pm
Senior High	8:00 am – 3:00 pm

Teachers - TQ day is flexible - see email communication or discuss with building principal

Para PD Days:

August 15-22 (4 days TBD)	March 4: 7:45-3:45
October 2 7:45-3:45	May 6: 7:45-3:45
January 3 7:45-3:45	June 3: 8:00-12:00
February 5 7:45-3:45	

August						Student Hours/Days	
M	T	W	Th	F	S		
	1	2	3	4			
7	8	9	10	11			
14	15	16	17	18			
21	22	23	24	25	19.5		
28	29	30	31				
September							
				1	52		
4	5	6	7	8	78		
11	12	13	14	15	110.5		
18	19	20	21	22	143		
25	26	27	28	29	175.5		
October							
2	3	4	5	6	201.5		
9	10	11	12	13	234		
16	17	18	19	20	260		
23	24	25	26	27	282.5		
30	31						
November							
		1	2	3	325		
6	7	8	9	10	357.5		
13	14	15	16	17	390		
20	21	22	23	24	390		
27	28	29	30				
December							
				1	422.5		
4	5	6	7	8	455		
11	12	13	14	15	487.5		
18	19	20	21	22	520		
25	26	27	28	29			
January							
1	2	3	4	5	533		
8	9	10	11	12	565.5		
15	16	17	18	19	591.5		
22	23	24	25	26	624		
29	30	31					
February							
			1	2	656.5		
5	6	7	8	9	682.5		
12	13	14	15	16	715		
19	20	21	22	23	741		
26	27	28	29				
March							
				1	773.5		
4	5	6	7	8	799.5		
11	12	13	14	15	832		
18	19	20	21	22	864.5		
25	26	27	28	29	884		
April							
1	2	3	4	5	903.5		
8	9	10	11	12	936		
15	16	17	18	19	968.5		
22	23	24	25	26	1001		
29	30						
May							
		1	2	3	1033.5		
6	7	8	9	10	1059.5		
13	14	15	16	17	1092		
20	21	22	23	24	1124.5		
27	28	29	30	31			
June							
3	4	5	6	7			
10	11	12	13	14			
17	18	19	20	21			
24	25	26	27	28			
July							
1	2	3	4	5			
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
29	30	31					

Date	Events
Aug 11 & 14	New Teacher Orientation
Aug 15-22	PreK-12 Teacher Prof. Dev. & Teacher Bldg./District Workdays
Aug 17	Elementary, MS & SH Welcome Back Conferences 8 am - 8 pm
Aug 18	Conferences 8 am - 12 pm
Aug 23	First Day of School
Aug 29	First Day of Preschool
Sept 4	No School: Labor Day
Sept 29	No Preschool
Oct 2	No School: Teacher PD
Oct 17	Conferences 4 pm - 8 pm (TK-12)
Oct 19	No School: Conferences 8 am - 12 pm and 4:00-8:00pm
Oct 20	No School: Conference Comp Day
Oct 27	End 1 st Quarter
Nov 10	No Preschool
Nov 17	End of 1 st Trimester
Nov 20	No School: Teacher PD
Nov 21	No School: Teacher Work Day
Nov 22-24	No School: Thanksgiving Holiday
Nov 23-24	Offices Closed
Dec 15	No Preschool
Dec 23 - 31	No School: Winter Break
Dec 26	Offices Closed
Jan 1-2	No School: Winter Break
Jan 2	Offices Closed
Jan 3	No School: Teacher PD
Jan 12	No Preschool
Jan 15	No School: MLK Day/Teacher Work Day
Jan 19	End 1 st Semester
Feb 5	No School: Teacher PD
Feb 16	No Preschool
Feb 19	No School: President's Day (Possible snow make-up day)
March 1	End of 2 nd Trimester
March 5 and 7	Preschool Conferences
March 1-31	Document 8 hours of PK-12 parent/teacher Conferences
March 4	No School: Teacher Work Day
March 15	No Preschool
March 22	End 3 rd Quarter
March 27	No School: Conference Comp Day
March 28-29	No School: Spring Break
March 29	Offices Closed
April 1-2	No School: Spring Break
April 19	No Preschool
May 6	No School: Teacher PD
May 17	Last Day of Preschool
May 24	Last Day (Early Dismissal) For Professional Development
May 27	Memorial Day
May 28	Teacher PD
May 29	Teacher Workday
June 2	Graduation
July	4 th of July

Board Approved 2-13-2023

Board Policies and Procedures 400 Series: Personnel

400	Principles for Professional and Classified Employees	400.29	Release from a Contract by Licensed Employees
400	Role of and Guiding Principles for Employees	400.30	Licensed Employee Qualifications, Recruitment, Selection
400.1	Equal Employment Opportunity	400.31	Identification Badges
400.2	Discrimination in Employment/Personnel Practices	400.32	Student Staff Relationships
400.3	Anti-Bullying/Anti-Harassment	400.33	Employee Conduct and Appearance
400.4	Substance Free Workplace	400.34	Notice of Arrest, Criminal Charges, or Child Abuse Complaints
400.5	Communicable Diseases – Employees	400.35	Employment Application Dishonesty
400.6	Staff Health and Safety: Bloodborne Pathogens	400.36	Transporting Students in Private Vehicles
400.7	Hazardous Chemical Disclosure	400.37	Tobacco Free Environment
400.8	Employee Physical Examination	400.38	Employee Travel Compensation
400.9	Child Abuse Reporting	401	Licensed Employees
400.10	Abuse of Students by District Employees and Volunteers	401.1	Substitute Teachers
400.11	Staff to Board Communications	401.2	Nepotism
400.12	Staff Involvement in Decision-making	401.3	Student Teachers – Certified
400.13	Grievances and Complaints from Employees	401.4	Licensed Employee Individual Contracts
400.14	Public Complaints About Employees	401.5	Licensed Employee Probationary Status
400.15	Eye Safety for Personnel	401.6	Licensed Employee Continuing Contracts
400.16	Ear Safety for Personnel	401.7	Licensed Employee Publication or Creation of Materials
400.17	Gifts to District Employees	402	Classified Employees
400.18	Hiring Process	402.1	Classified Employees Dismissal
400.19	Suspension of Employees	402.2	Classified Employee Wage and Overtime Compensation
400.20	Licensed Employee Professional Development	402.3	Compensation for Extra Duty
400.21	Certificated Staff: Advanced Learning	403	Public Employer Rights
400.22	Employees and Corporal Punishment of Students	404	Teacher Associates
400.23	Personnel Records	405	Use of Copyrighted Materials
400.24	Employee Conflict of Interest	406	Employees Injury on the Job
400.25	Acceptable Use of Telecommunications/Computer Resources	407	All Employees: Leave Without Pay
400.26	Staff Use of Non-District Laptops or Mobile Internet Devices (MID) in School	408	Professional Support Employees
400.27	Employee Political Activity	408B	Professional Support employee Reduction in Force
400.28	Family and Medical Leave Act	409	Discrimination and Harassment Based on Sex Prohibited (Title IX)

Additional Board Policies can be found at: <https://www.fdschools.org/district/board-of-education/policies-and-procedures/>