

# **BOYER VALLEY**



## **Faculty Handbook**

**2020-2021**

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HANDBOOK FOR TEACHERS  
OF  
BOYER VALLEY COMMUNITY SCHOOL DISTRICT

**MISSION STATEMENT**

The mission of the Boyer Valley School District is to promote and deliver a comprehensive futuristic educational program, challenging all students to develop their full potential by providing an exceptional learning environment using all available resources.

**INTRODUCTION**

This Handbook contains information, which is intended to acquaint you with the organization, expectations, and procedures for Boyer Valley Community School District. These printed guidelines will enable each teacher to refer to them throughout the year so we can have uniformity in our school. Any information that is distributed later should be attached to this folder.

Teachers new to our system will find the “veteran” faculty members very willing to assist in any way they can. The only dumb question is the one that is not asked.

It is absolutely critical that we operate as a team. Open communication is expected and desired. Suggestions for improvement are always welcome.

**Equal Opportunity Education Institution**

The Boyer Valley Community School District offers career and technical programs in the following service areas:

- Agricultural, Food, and Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing
- Information Solutions
- Business, Finance, Marketing, and Management

It is the policy of the Boyer Valley 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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator, Mike Weber, Elementary Principal, 212 S. School Street, Dow City, IA, 51529, (712-674-3248), [weberm@boyer-valley.k12.ia.us](mailto:weberm@boyer-valley.k12.ia.us).

Inquiries may also be directed in writing to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

**Boyer Valley Community School District**

**FIRST DAY OF SCHOOL**

The first few class sessions should be used to establish expectations and inform your students what your class is all about. Check your student list to be sure the students are in the right class!!

**What you do on the first days of school  
will determine your success or failure  
for the rest of the school year.  
You will either win or lose your class  
on the first days of school.**

**Student achievement at the end of the year  
is directly related to the degree to which  
the teacher establishes good control  
of the classroom procedures in the  
very first week of the school year.**

## **STUDENT BEHAVIOR MANAGEMENT**

Teachers are responsible for the typical student behavior management concerns that arise in their classrooms. Effective teachers recognize that an active, vibrant, and meaningful classroom instructional experience will eliminate many student behavior problems. In such a case as recurring or serious behavior cases do interrupt the instructional process, faculty members should refer these behavior cases to a principal **after** contacting the parent.

During the course of a school day or at any activity, any teacher or adult employee has the right to intervene in student behavior issues. Faculty members should be consistently aware of the importance of upholding school policy in a variety of settings. When dealing with matters of student behavior management, the faculty and administration function as a team.

Generally, faculty members possess the ability to deal effectively with student behavior in their classrooms. However, circumstances can develop when a teacher must refer a student to a principal. The administration referral form (available in the office) was developed to enhance the communication between teachers, counselors, students, principals and parents, when dealing with student behavior management concerns.

The administration referral form must accompany any teacher referral of a student to a principal. The form should include a detailed account of the inappropriate behavior observed. In addition, the provided checklist will be used to document the intervention strategies that have been used with a respective student. Space has also been provided to record the frequency of the problem behavior. Additional space is provided for further documentation that may be considered pertinent to the case.

The student should be granted an opportunity to sign the form. If the student waives this right simply note this on the form. This form is applicable to a wide array of behavior cases.

Always remember that proper documentation is vital to the effective handling of student behavior cases. The administration is here to support you in dealing with inappropriate student behavior that impairs the functioning of your classroom and Boyer Valley Community School. We need you to provide a clear and accurate account of the actions you have taken in dealing with student behavior concerns in your classroom.

The development and implementation of a sound classroom management program is the first step toward creating a positive environment for student learning. Effective teachers recognize that the first few weeks of school prove to be critical in establishing their classroom climate. During this time clearly communicate the expectations and rules of the classroom to your students. The work you do early will pay dividends for the entire year.

## GENERAL CLASSROOM EXPECTATIONS

1. All students must be in their seats when the bell rings.
2. Students must have all class materials with them when they report to class.
3. Students must show courtesy and respect to teachers, staff members, and other students.
4. Students must follow directions.
5. The teacher excuses students at the end of each period.

## DAILY ATTENDANCE PROCEDURES

**Teachers (not students!)** are to take attendance at the beginning of every period and send to the office via your computer. *Please do this immediately so the secretary does not have to call to your room to remind you. Any student who is tardy at the beginning of the day must come to the office to sign in and receive a signed pink pass slip.*

Upon return to school, after an absence, the student must report to the high school office for an Admit to Class form.

## STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eighth may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level.

Students in grades nine through twelve will be informed of the required course work necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level and to deny graduation to a student.

Students in grade kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

## PASS SLIPS

**Misuse of pass slips.** Any student who leaves a teacher's jurisdiction during any kind of classroom activity must have a pass initiated by the teacher concerned. This pass is to be returned by the students to the teacher who wrote the pass before the period is concluded with a return time marked on the pass. Students are required to return prior to the end of the period. Pass slips to see another teacher may not be granted unless the pass slip is previously signed by the teacher to be visited and approved by the teacher whose jurisdiction the student is leaving. The visited teacher must also sign off these pass slips and returned to the teacher of jurisdiction prior to the end of the class period. Pass slips to the office may be granted without approval of the office if the pass is judged by the teacher of jurisdiction to be essential or in the case of an emergency.

## HALL SUPERVISION RESPONSIBILITIES

Faculty members are asked to supervise the halls before school starts in the morning (8:00 – 8:15) and between all classes and immediately after school (3:30 – 3:45).

You will be assigned a specific date and asked to monitor the halls and area near the Commons area. Your presence will prevent most problems and help establish a climate that will carry over into the classroom.

Please check the rest rooms periodically. All teachers must share in this responsibility.

### **SUPERVISION OF STUDENTS**

A faculty member must supervise all groups of students meeting in classes, practices, school sponsored activities, etc. Students must never be left unsupervised.

### **ACCIDENT REPORTS**

Each teacher in our system is responsible for the safety of each student in his or her charge. There may be a time, regardless of the strictest supervision, that a student might be involved in an accident, which could cause injury. All such accidents must be reported to the office immediately so that proper treatment can be administered and contact parents ASAP.

On the same day that the accident occurs and accident report must be filed with the office. This is an important procedure to protect the teacher and the school.

### **EVACUATION OF HANDICAPPED PERSONS**

For any person in the Boyer Valley Community School who has any physical handicap, which would make it difficult for them to leave the building without assistance during an emergency situation, the following policy will be followed.

A response team made up of the high school and elementary principals, science, American government, kindergarten, first grade, art, industrial arts, and vocal music teacher will have the schedules of any handicapped persons in the building. In the event of a fire, tornado or other disaster, they will proceed immediately to the room(s), which might house a handicapped person. If more than one room is involved, the response team members will go to the room nearest their own class room or office. The response team is made up of staff members who are in all areas of the building. The faculty members involved will assist those handicapped persons in leaving the building and once they are safely out of the building will report their safety to the school principal, the team coordinator.

### **PROTECTIVE EYEWEAR**

In accordance with Iowa Code 280.10 and 280.11, students and teachers are required to wear eye-protective and ear-protective devices in certain classes. It shall be the duty of the teacher or other persons supervising the students in said courses to see requirements are complied with. Any student failing to comply with such requirements may be temporarily suspended from participation in the course and the registration of a student for the course may be canceled for willful, flagrant and repeated failure to observe the requirements. Board Policy -

### **HONOR ROLL ELEMENTARY**

Fourth and fifth grade students achieving all A's at the end of each quarter will be placed on the A Honor Roll. Fourth and fifth grade students achieving all B's at the end of each quarter will be placed on the B Honor Roll. In cases when a student receives an A and a C the final grade will be averaged to a B. Honor Roll students will be recognized in local newspapers and district newsletter.

## MIDDLE/HIGH

Honor rolls are prepared at the end of each reporting period. The average of the academic grades is figured on the basis of: A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67, and F = 0. Students must have a minimum grade point average of 3.0, with a satisfactory grade in physical education, vocal music, and instrumental music. Students receiving a grade below a C- will not be on the honor roll. Students on the A honor roll must have a GPA of 3.67 or greater and students on the B honor roll must have a GPA of 3.00 – 3.66. Grade point averages will not be rounded up.

### PERCENTAGE GRADING SYSTEM (3-12 grade)

All teachers are to use this grading system to enter in grades:

A	100-94	B	86-84	C	76-74	D	66-64
A -	93-90	B -	83-80	C -	73-70	D -	63-60
B+	89-87	C+	79-77	D+	69-67	F	59 or Below

### EXAMINATIONS

Examinations may be given as often as a teacher finds them necessary to evaluate teaching effectiveness and student comprehension and retention.

### PROGRESS REPORTS

Progress reports will be given to all students at the midterm of each quarter.

### TEXTBOOKS

There is a \$30 textbook rental fee. The teacher issuing the book has a record of the number of the book assigned to the pupil, who is responsible for that particular textbook. Students will be assessed fees for excessive damage to books or lost books.

### SUPPLIES

Supplies for classroom use are available in the office. No supplies are to be ordered without a purchase order.

### PURCHASE ORDERS

**When purchasing items, and the cost is relatively the same, the items need to be purchased locally.**

**GENERAL FUND:** All items ordered or purchased must have a PO number. Items ordered “on approval” must also have a PO number. Principal approval is needed. Failure to secure a PO number will result in the purchaser being personally responsible for paying for the item.

**ACTIVITY FUND:** All items ordered or purchased with activity fund monies must have a PO number. Failure to secure a PO number will result in the purchaser being personally responsible for paying for the items.

**CREDIT CARD USE:** All items ordered or purchased with the school’s credit card must have an itemized receipt. Failure to secure an itemized receipt will result in the purchaser being personally responsible for paying for the items.

### ASSEMBLY PROGRAMS

Faculty members are expected to supervise during assembly programs.

## **TEACHER ABSENCES**

Please call as early as possible (6:00 a.m. is okay) if you will need a substitute (**Lisa Teneyck – Cell: 712-269-6393** or 643-2251 BVN School/674-3248 BVS School; Mr. Weber 269-0331/Mr. Brosamle 269-9174). **DO NOT SEND A TEXT MESSAGE.**

## **WORKDAY**

The in-school workday shall consist of eight (8) consecutive hours. On Fridays, days preceding holidays, days of inclement weather and all other days of early dismissal other than all scheduled in-service days, teachers may leave when the last bus leaves.

## **PARENT TEACHER CONFERENCES**

Attempts will be made to hold parent-teacher conferences during the normal workday hours. If employees are scheduled to hold parent-teacher conferences beyond the normal workday, the employee's workday will be reduced proportionately to the number of hours scheduled beyond said workday. This paragraph does not apply to specially arranged conferences with individual parents. Teachers with children in the District shall be given an opportunity to have a conference with their children's teacher. The district will attempt to have parent-teacher conference comp day within the same week as the parent-teacher conferences that the teachers are being compensated for.

## **EXTRA DUTIES**

Each employee will be assigned three (3) duties according to the duty roster outside the regular in-school day and compensated with a complimentary ticket to all Boyer Valley Communities School Activities. The employee may further volunteer for three (3) additional duties to be compensated by a complimentary ticket for their spouse. Additional duties assigned on a 'volunteer first' basis will be compensated at a rate of \$10 per duty. The school reserves the right to solicit volunteer help from the community to fill any duties above. Consideration will be given to employee's expertise at time of assignment.

## **INCLEMENT WEATHER**

Employees shall not be required to report to work when student attendance is cancelled because of inclement weather.

## **HOLIDAYS**

The Board shall provide the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day when they fall within the 190-day contract. These days shall constitute contract days.

## **WAGES AND SALARIES**

1. SCHEDULE the salary for each employee covered by the regular salary schedule is attached hereto and made a part hereof as Schedule A. The extra duty schedule is attached hereto and made a part hereof as Schedule B.

2. PLACEMENT ON THE SALARY SCHEDULE

- A. Each employee shall be placed on his or her proper step of the salary schedule in accordance with paragraph 2(B) below. Any employee hired prior to October 15<sup>th</sup> of any school year shall be given full credit for one year of service toward the next step for the following year.
- B. Teaching Experience. The hiring base will be step 2 on the salary schedule. In the discretion of the Board of Directors or its designee, new employees may be given credit for up to eight (8) years of outside teaching experience in a duly accredited school upon initial employment.



The Board of Education in unusual situations may grant up to five (5) additional steps when necessary to attract a qualified applicant.

3. HORIZONTAL ADVANCEMENT ON THE SALARY SCHEDULE

General Provision

- A. To qualify for horizontal educational advancement on the salary schedule, teachers must file a statement by April 1 of the year before the hours are taken and submit the hours for approval by the administration except under special situations when a teacher's job description or assignment is changed after April 1<sup>st</sup>. The teacher must then but not later than September 10<sup>th</sup> of the new school year, provide the superintendent with evidence of the college hours earned.
- B. Credits to apply beyond the BA must be taken after the BA degree was granted for credit on the salary schedule. A teacher will be allowed credit on a salary schedule for an MA degree in educational administration. This does not preclude MA degrees in other areas when approved by the superintendent.

4. VERTICAL ADVANCEMENT ON THE SALARY SCHEDULE

Any teacher who qualifies to move horizontally on the salary schedule for additional hours earned shall move vertically for additional experience, if qualified, no more than one step in any year regardless of the number of years frozen at the top of any salary lane.

- 5. PAYCHECK ISSUED Paychecks will be issued on the 20<sup>th</sup> of the month. The checks will be 1/12 of the total salary each month. If the 20<sup>th</sup> of the month falls on a weekend or legal holiday, the paychecks will be issued on the last business day preceding the holiday or weekend.
- 6. EXTENDED CONTRACTS: An employee whose regular teaching contract provides for professional services on days beyond the regular school year (Schedule A) shall be compensated at a per diem rate for each day in addition to those in the regular school year.
- 7. ANNUITIES: Annuity withholding may be started in the months of September through May. Pursuant to the provisions of Iowa law, it is the policy of the Board to honor the written request of an employee of the District when such request is properly executed by the employee and filed with the Board Secretary to purchase an individual contract for the employee. The Board Secretary is authorized to administer such contracts in accordance with the law and the terms of the contracts. The district has joined the State of Iowa Tax Sheltered Annuity plan.

<b>EXPER</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
0	30,500	32,025	32,986	33,626	35,308
1	31,415	32,986	33,975	34,635	36,367
2	32,357	33,975	34,995	35,674	37,458
3	33,328	34,995	36,044	36,744	38,582
4	34,328	36,044	37,126	37,847	39,739
5	35,358	37,126	38,240	38,982	40,931
6	36,419	38,240	39,387	40,152	42,159
7	37,511	39,387	40,568	41,356	43,424
8	38,636	40,568	41,785	42,597	44,727
9	39,796	41,785	43,039	43,875	46,068
10	40,989	43,039	44,330	45,191	47,450
11	42,219	44,330	45,660	46,547	48,874
12	43,486	45,660	47,030	47,943	50,340
13	44,790	47,030	48,441	49,381	51,850
14				50,863	53,406
Career increment		3,078	3,170	3,232	3,394

2020-2021 Extra  
Curricular Schedule B

Percentages based on BA Base Salary						
	<u>YR 1-2</u>	<u>YR 3- 4</u>	<u>YR 5- 6</u>	<u>YR 7- 8</u>	<u>YR 9+</u>	
HEAD COACH	11%	11.50%	12%	12.50%	13%	
CROSS COUNTRY	8%	8.40%	8.80%	9.20%	9.60%	
ASSISTANT COACH	8%	8.40%	8.80%	9.20%	9.60%	
GOLF COACH	8%	8.30%	8.60%	9%	9.30%	
JH COACH	6%	6.30%	6.60%	7%	7.30%	
ASST GOLF(30+students)	6%	6.30%	6.60%	7%	7.30%	
ASST CROSS COUNTRY	6%	6.30%	6.60%	7%	7.30%	
HS ATHLETIC DIRECTOR	14%					
MS STUDENT COUNCIL	2%					
JH CHEERLEADING	4%					
MS/HS Vocal	7%					
MS/HS Instrumental Music	7%					
5 <sup>TH</sup> GRADE BAND	2%					
CLASS SPONSOR	0.5% (ONE PER GRADES 6-12 EXCEPT 11TH GRADE)					
DRILL TEAM	6%					
CHEERLEADING	6%					
PLAYS	4.5%					
SPEECH	4%					
QUIZ BOWL SPONSOR	4%					
HS STUDENT COUNCIL	5%					
ANNUAL ADVISOR	8%					
VOICE ADVISOR	5%					
TEAMMATES COOR.	11%					
NHS	3%					
VOCAL MUSIC ACCOMP	2%					
JR. CLASS SPONSOR(S)	4%					
MS/HS Teammates Coor.	5%					

## SUBSTITUTE TEACHER INFORMATION

Faculty members are to complete a sub folder and have it available in their classrooms. Class list, seat charts, class rules, students that could be very helpful, any special items/students that need to be aware of, time schedule, lunch time, office phone numbers, etc...

### LEAVE OF ABSENCE

A. SICK LEAVE Employees shall be granted leave of absence with pay for personal injury or illness in the following manner:

1st year of employment – 11 days

2<sup>nd</sup> year of employment – 12 days

3<sup>rd</sup> year of employment – 13 days

4<sup>th</sup> year of employment – 14 days

5<sup>th</sup> year of employment and subsequent years – 15 days

Any unused sick leave in any one-year shall be credited for use in subsequent years with a maximum of one hundred five (105) days so accumulated.

All sick days over one hundred five (105) days at the end of the year, will be paid twenty-five (\$25) per day if the teacher donated two days in the sick pool at the beginning of the year.

#### Change to delete this payment

All sick days over one hundred five (105) days at the end of the year, will be paid twenty-five (\$25) per day if the teacher donated two days in the sick pool at the beginning of the year. If school would happen to close down for any reason and staff does not participate in virtual meetings or teach, they will be using a sick day for each time missed.

Virtual Learning - All staff will be required to teach daily at school according to the Master Schedule unless the Superintendent approves an alternative plan.

#### SICK POOL

All employees may voluntarily pool two accumulated sick leave day(s) at the beginning of each school year. Each participant will then be allowed to use the pooled sick days for catastrophic events only after they have exhausted their sick leave and have taken one unpaid day. If and when the original pool is exhausted, each original participating member will then have the opportunity to donate one more day to replenish the pool. If the second pool becomes exhausted, the pool is dissolved for the remainder of the year. Any employee who initially donated to the original pool will be eligible to draw from the replenished pool regardless of having donated any additional days. The pool will not be eligible for extension of maternity leave, but may be used once the employee returns to work. No eligible employee may draw more than twenty pooled days during the length of this contract. If in the event two or more employees are drawing from the pool as it becomes exhausted, the employee who has drawn fewer days will receive the final day. A doctor's notice of illness or injury may be required by the administration to help determine catastrophic status. The administration will decide all other conflicts, which may arise, and the decision is not subject to grievance.

- B. PERSONAL LEAVE At the beginning of each school year, each teacher shall be granted two (2) days of leave without loss of pay to be used for the individual's business or personal reasons. Ordinarily, notice shall be given at least three (3) days in advance of the use of the leave. The employee is allowed to carry over two days between years to accumulate to no more than four days. The employee may pay the total cost of a substitute for an additional two days. No personal leave day will be allowed the workday immediately preceding or immediately following any holiday, school recess, during the first or last week of school, or on non-contract days such as teacher's workshop, in-service or parent-teacher conferences without approval of immediate supervisor. Only two employees may be using personal leave on the same day.
- C. FAMILY ILLNESS LEAVE: Employees shall be granted up to three (3) days of family illness and an additional seven days that will be deducted from the employee's personal sick leave for a total of ten days. This family illness may only be used for the following persons: employee's child, employee's spouse, stepchild, employee's parent, step-parent, or employee's parent-in-law.
- D. EMERGENCY LEAVE: Under extraordinary and unique circumstances, the Superintendent or his designee may grant emergency leave, which shall be deducted from sick leave. Such leave shall be non-precedential, shall be granted at the Superintendent's or his designee's discretion, and shall not be subject to grievance.
- E. BEREAVEMENT LEAVE: A leave up to five (5) days shall be granted at any one time in the event of death of an employee's spouse, child, step-child, parent, or step-parent. Up to three (3) days of leave shall be granted at any one time in the event of death of any employee's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, or grandchildren, and any other member of the immediate household. Members of the immediate household is defined to mean some person residing in the teacher's residence. The employee may use one day for a non-family member and that day will be deducted from the employee's personal sick leave. If more days are needed, employees may be granted additional days without pay by the Board or its designee.
- F. ASSOCIATION LEAVE: Two (2) days of leave shall be available to the Association to attend ISEA delegate assembly. Such leave will be with full pay. If a substitute is hired to take the place of the absent teacher, the Association will pay the cost of the substitute. The Superintendent will be given five (5) days' notice of the use of such leave.
- G. UNPAID LEAVE: Certain leaves without pay (loss of 1/190<sup>th</sup> of contract salary plus any state issued teacher quality funds for each contracted day of absence) may occasionally be granted with prior approval of the Superintendent. Recommendations for such personal unpaid leave shall be channeled through the employee's immediate supervisor to the Superintendent.
- H. PROFESSIONAL LEAVE LANGUAGE: The employer will determine on a case by case.

### **REDUCTION OF STAFF**

Please refer to Board Policy 407.5 for information regarding staff reduction.

### **TRANSFER PROCEDURES**

## **VOLUNTARY TRANSFERS**

### **DEFINITION**

Voluntary transfer shall mean the assignment of an employee to a different grade level, subject area or building.

## **INVOLUNTARY TRANSFERS**

### **DEFINITION**

Involuntary transfers shall mean the assignment of an employee to a different grade level, subject area, or building at the initiation of the employer.

#### **A. NOTIFICATION OF VACANCIES**

Dates: Except during the summer vacation, the Superintendent shall announce vacancies which occur during the school year and for the following school year by posting a list of vacancies in the teacher's lounge when the Board takes official action on the vacancy. During the summer vacation, the Superintendent need only to notify those employees who request a notice of the vacant positions, in their major or minor areas of preparation, on a form provided with the April paycheck. Notification shall be deemed made when mailed to the employee.

- B. Any teacher may apply for voluntary transfer. Such application shall be in writing to the Superintendent. A denial of a transfer to a vacancy existing at the time of such request shall be in writing. Nothing in this article shall preclude the District from hiring an out of District applicant.
1. If the district decides not to hire an outside applicant to fill a position that it has determined to fill the criteria as listed in Reduction of Staff Article B 1, 2, 3,4 & 5 will be followed when two or more staff members apply for a vacancy.
  2. A vacancy is when a new teacher is hired.
- C. In the event that the Superintendent determines that involuntary transfers are necessary, the Superintendent shall give written notice to the affected employees as soon as practicable. There will be a meeting between the employee involved and the Superintendent, at which time the employee shall be advised of the reasons for the transfer. If qualified volunteers are available, they shall first be considered in the event of necessity for involuntary transfers.

## **TEACHER EVALUATIONS**

The quality of education at Boyer Valley Community School is directly related to the quality of the total job performance of the professional staff. The quality of educational programs improves as teachers are evaluated and criteria for improvement identified. The criteria for teacher competence are intended as minimum requirements of teacher performance necessary to meet the district's instructional goals and objectives. Evaluation is a cooperative process wherein the teacher and the principal assume a joint responsibility to focus upon performance areas needing improvement and to work together to achieve the best results.

### **Objectives of the Evaluation Process**

1. To improve instruction and total job performance.
2. To clearly identify duties and responsibilities.
3. To enhance the working relationship between the teacher and the principal.
4. To assess strengths and weaknesses.
5. To establish directions and guidelines.
6. To foster communication.
7. To determine suitability for re-employment.

*Teacher evaluations* are done every three years or as necessary for career teachers. Experienced personnel who are teaching in the district for the first time will be observed formally at a minimum of twice a year for the first three years of employment.

### ***Career Teacher Evaluation Process***

For a three-year Portfolio/Summative Comprehensive Evaluation Form, the Individual Career Development (ICD) Plan shall be based, at minimum, on the needs of the teacher, the Iowa teaching standards & the student achievement goals of Boyer Valley's CSIP. Staff members are responsible to develop & implement their Individual Career Development Plan in collaboration with a Boyer Valley evaluator. The Performance Review is a summative evaluation that will be used to determine:

- ❖ Whether the teacher's practice meets the Iowa Teaching Standards & Criteria.
- ❖ Whether the teacher's practice meets the expectations of Boyer Valley's Career Development Plan.

The review shall include, at minimum:

- ◆ Formal Classroom Observation of the teacher.
- ◆ Teacher-created portfolio based on Iowa Standards & Criteria.
- ◆ Teacher's progress & implementation of the teacher's Individual Career Development Plan.

**ALL** Formal Observations in the Boyer Valley CSD Shall Consist of:

- ◆ Pre-conference (Optional)
- ◆ Formal Observation
- ◆ Portfolio
- ◆ Post-conference within ten student-contact days

Informal Observations in the Boyer Valley CSD may include:

- ❖ Additional observations, either formal or informal, may be conducted at the discretion of the evaluator.
- ❖ Informal observations include any and all things that reflect overall professionalism. These may include unannounced classroom observations, walk through, and/or professional behaviors in a variety of school settings.

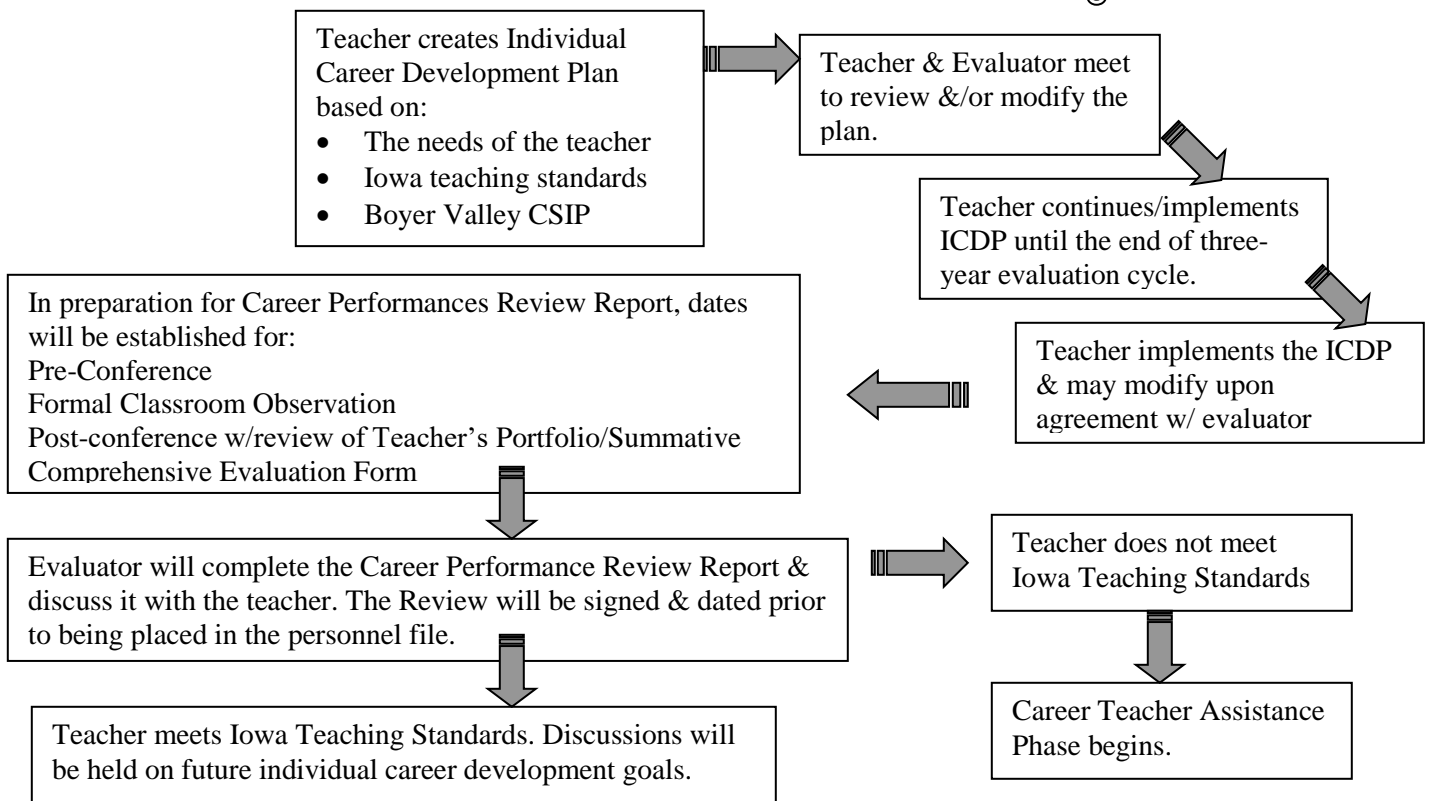
Summative/Portfolio

- ❖ Based on Iowa Code #279, the formal evaluation shall be completed **by April 15<sup>th</sup>**.
- ❖ At completion of third-year Portfolio Summative Comprehensive Evaluation Form, teacher continues to implement & modify Individual Career Development Plan & portfolio for future third-year evaluations.

**IF** the teacher **does not** meet Iowa Teaching Standards

- ❖ Career Teacher Assistance Phase begins

# Career Teacher Evaluation Process Diagram



## USE OF THE TELEPHONE

Teacher's calls will be directed to their classroom and the teacher can take the call or ask secretaries to take a message. Classroom phones are for teacher use only. **NO** student is allowed to use a classroom phone. They are to use the office phones **ONLY**.

## Employee Use of Cell Phones

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the School district and to help ensure safety and security of people and property while on School district property or engaged in school sponsored activities.



Employees may possess and use cell phones during the school day as outlined in this policy. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving except in case of an emergency.

Cell phones are not to be used for conversations involving confidential information.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped.

Employees violating the policy will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

## COMPUTERS

Computers are owned by the school district and can be monitored by the school at any time. Please make sure school computers are used for school purposes at all times during the school day, 7:45 a.m. – 3:45 p.m. Any work done on the computers – internet searches, orders placed during the day, “shopping” done on the computer during school hours, etc. – should be limited to things that enhance classroom performance and/or class curriculum or that are school related.

## HANDLING OF SCHOOL FUNDS

- Whenever possible, two people need to “sign off” on all cash receipts. Examples: gate receipts, pop receipts, dance receipts. Make sure we are witnesses for each other when we handle money and we check each other. Make sure we are accountable to each other.
- All monies collected each day will be deposited at the conclusion of the day or taken to a local depository for safekeeping until the next day or placed in the building site safe. All monies collected will be receipted in one central location at each building site (office).
- All concession sales will always have at least one school certified staff member present and accountable.
- All monies advanced to sponsors and/or teachers for meals etc. from the activity fund must be matched with receipts and/or money and/or accounting how funds were expended.

## FIELD TRIPS AND PROCEDURE

### Guidelines for planning field trips:

1. Instructors are to secure permission from the principal **first**, before any additional steps are made to schedule a field trip. Unless previously exempted, each instructor may plan for only one out-of-school field trip, per class taught, per year. Approval must be requested and obtained on a case-by-case basis. Exemptions that may be granted are for follow-up and advancement competitions, contests, or presentations, or if the field trip can be justified by the principal. Do not plan any field trip without receiving permission **first**. Staff need to write a short summary on how this field trip ties into their curriculum that is/has been taught.
2. Field trips should be planned so as to get them on the calendar **at least 30 days before the date of the trip**. Should the date be in question whatsoever, it is important to confirm the date with the principal prior to continuing to plan. *No field trips on weeks of concerts or contests.*
3. Clear plans and approval of those plans by the principal shall be required for any field trip as to who shall be paying for any costs incurred on the trip. All persons responsible for paying those costs are to know and be prepared to meet their responsibility in this regard. If checks are needed

you must tell the office at least 2 days in advance so they can secure the signatures. You need to note on purchase orders if a check needs to be processed.

**Contact the source to be visited.**

1. The source should be contacted and a tentative date set for visitation.

**Transportation**

1. School trips or excursions should be planned in advance to make sure the transportation is available. Arrange for the bus through the PRINCIPAL's office TWO weeks in advance. Transportation forms are available in the office and electronically. Field trips will be in school vehicle only. Load limit will not exceed capacity of the vehicle.
2. After definite arrangements for securing transportation have been made, the exact time and date should be confirmed with the source to be visited.
3. Departure and arrival times should be strictly observed. This will insure that buses will be on time for their regular schedule of transporting students to and from school.

**Supervision and student accounting.**

1. School sponsors (teachers) are expected to exercise their authority in keeping order on bus trips. The students must be under control at all times. Use parents to help at the ratio of one adult to ten students. No yelling or loud talking is to be permitted. Safety is the first consideration. Have parent's permission slips signed prior to the field trip.
2. Permission slip forms should be obtained from the principal's office and sent home with each student. Only students who have returned a signed permission slip should be allowed to go on the trip. All students who do not have signed permission slip on file at the time of departure should be referred to the principal's office for classroom assignments.

**Preparing the student.**

1. Field trips must be in harmony with the on-going educational program of the classroom.

**Procedure for taking the field trip.**

1. Be sure that the group stays together.
2. Proper conduct and respect for private and public property is a must on all trips.
3. No side trips or stops should be made unless they were included on the original transportation request form.
4. Students will be returned to the school. The bus will not make stops near student's homes.

**PRINCIPAL'S EXPECTATIONS**

- Time of service **7:45 a.m. – 3:45 p.m.** unless given prior approval from the principal to adjust times based on personal needs.
- Teachers are also required to attend any mandatory meetings beyond the hours of service.
- **Due dates must be met (grades/lesson plans/weekly reports/ etc.**
- If you need a substitute teacher, call **Lisa Teneyck** at Cell: 712-269-6393; before 6:30 a.m. **Do NOT call the school and leave a message or send a Text Message.** Just a reminder, substitutes are very hard to find. When we cannot find a substitute, this puts an extra burden on everyone else in the building.
- People who are assigned to morning hall duty need to be on duty by 8:00 a.m. Teachers assigned to Grades 9-12 hall duty are to make sure that students stay in the High School Commons area. Teachers assigned to Grades 6-8 hall duty are to make sure that the students stay in the Middle

School Commons area. Students should not go to classrooms before the 8:00 bell, unless they have a pass from a teacher.

- Be in the classroom when the 8:15 bell rings.
- Familiarize yourself with the Student and Faculty Handbook.
- Help monitor students in the hall between classes.
- No students should be in the halls during classes. Common sense has to apply, but any student in the hall must have a pass. Students should not go to their lockers during class.
- Supervise your students at all times. Enforce all school rules at all times.
- Document all situations that may cause concern.
- **Take attendance every period – at the beginning of the period!** Please do it yourself. Do not rely on the students to do it for you.
- Tardy students must have appropriate disciplinary action. The office is responsible for students the **first period** of the school day; the teachers are responsible for students being on time to their classes after first hour. If they are tardy to your classes, they should be marked as such.
- After three tardies to your class, students serve a 30-minute detention.
- All study halls have the same rules. Please follow these rules in your study halls.
- Junior High students are not to leave study hall for any reason except to go to the restroom – one at a time with permission.
- Make good use of class time. Engaged time is critical for student progress.
- **Parents must be contacted if a student is doing failing or near failing work. A phone call is Best-Parents do not want to be surprised with a progress report.**
- Teachers are to provide help for students. Not all students understand on the first explanation.
- If you detain students after a class, they will need a pass to be allowed into their next class.
- We have a responsibility to differentiate instruction and find a way to motivate students and help them find success. It may be necessary to modify assignments, time allowed, etc. for some students.
- Have the belief that every student can be successful.

### **Be Positive**

- ✓ Teachers must address students by their first names.
- ✓ Students must address **STAFF (Miss, Ms., Mrs., Mr.)** and the last name. Do not use last names or first names only.
- ✓ No food, candy or soft drinks are permitted in the classroom at the teacher's discretion.
- ✓ No use of swearing, ridicule, etc. at any time.
- ✓ Teachers are to excuse students at the end of each period. **Do not allow students to wait by the door for the dismissal bell.**
- ✓ Dress like a professional. The last day of the week is "Spirit" day. Boyer Valley attire is required if you are wearing jeans. Every other day of the week teachers are not allowed to wear t-shirts to school. Teachers are expected to wear dress pants on non-spirit days. When wearing leggings, a long top should also be worn (down to mid-thigh). Cargo pants (big pockets) or jeans are not considered dress pants. Coaches should change at the end of the school day if there is a contest later that day.
- ✓ Teachers are expected to fulfill the intent of Boyer Valley Community School District's Mission Statement.

**Virtual Learning - All staff will be required to teach daily at school according to the Master Schedule unless the Superintendent approves an alternative plan.**

## **Academic Integrity**

Faculty members have the responsibility of specifying and administering academic honesty procedures within the classroom. Teachers should follow the guidelines in the student handbook under the section “Cheating.”

## **KEYS**

You are given keys to your classroom and a card for outside entrance of the building. Please do not loan your keys to students or unauthorized adults. Please check to see that all doors are locked and the lights are turned off when you leave.

## **EQUAL OPPORTUNITY EDUCATION INSTITUTION**

The Boyer Valley Community School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

For information regarding civil rights or grievance procedures contact Mike Weber, Elementary Principal at 674-3248. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Suite 800, Milwaukee, WI 53203-2292, (414-291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

## **GRIEVANCE PROCEDURE (Discrimination)**

It is the policy of the Boyer Valley 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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mike Weber 1102 Iowa Ave., Dunlap, IA (712-643-2251 or 712-674-3248) email [weberm@boyer-valley.k12.ia.us](mailto:weberm@boyer-valley.k12.ia.us)

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 14 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

The Compliance Officer is:

Name Keri Brosamle, 6-12 Counselor  
Office Address 1102 Iowa Avenue, Dunlap, IA 51529  
Phone Number 712-643-2251  
Office Hours 7:45 AM – 3:45 PM

### **GRIEVANCE PROCEDURE (Handbook Procedure)**

1. A grievance shall mean only that there has been an alleged violation, misinterpretation, or misapplication of any specific provisions of this Agreement.
2.
  - A. Every employee covered by this Agreement and the Association with the consent of an aggrieved employee shall have the right to present grievances in accordance with these procedures.
  - B. Failure to act on any grievances within the prescribed time limits will act as a bar to any further processing of the grievance. An administrator's failure to give a decision within the time limits shall permit the grievance to proceed to the next step. The time limits, however, may be extended or shortened by mutual agreement.
  - C. It is further agreed that any investigation or other handling or processing of any grievances by the grieving teacher shall be conducted so as to result in no interference with or interruption of the instructional program and related work activities of the grieving teacher or the teaching staff.
3.
  - A. Step 1. An attempt shall be made to mutually resolve any grievance in informal, verbal discussion between the grievant or grievants and their designee and/or his or her principal. This must be completed within ten (10) days of the alleged violation of the contract.
  - B. Step 2. If the grievance cannot be mutually resolved informally, the aggrieved teacher or teachers shall file the grievance in writing with the principal. The written grievance shall state the facts of the actual grievance, shall state the specific clause or clauses of the contract alleged to have been violated, misinterpreted or misapplied, and shall state the remedy or remedies requested. The filing of the formal, written grievance at the second step must be within fourteen (14) days from the date of occurrence of the facts giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the teacher and the Superintendent within seven (7) days after receipt of the grievance.
  - C. Step 3. In the event the grievance has not been satisfactorily resolved at the second step, the grievant shall file, within five (5) days of the principal's written decision at the second step, a copy of the grievance with the Superintendent, **(PS-5<sup>th</sup> grade) and with an unbiased outside source, (6-12<sup>th</sup> grade)**. Within ten (10) days after such written grievance is filed, the aggrieved, their designee and the Superintendent/**unbiased outside source** shall meet to resolve the

grievance. The Superintendent/**unbiased outside source** or his designee shall file an answer within (10) days of the third step grievance meeting and shall communicate it in writing to the teacher and the principal.

- D. **Step 4** If the grievance is not resolved satisfactory at Step 3, there shall be available a fourth step of impartial, binding arbitration. The Association may submit in writing a request on behalf of the Association and the grieving teacher to the Superintendent within ten (10) days from the receipt of the Step 3 answer to enter into such arbitration. The Public Employment Relations Board will be requested to provide a panel of seven (7) arbitrators or the two parties may use a person of their own choosing provided both parties mutually agree. By lot, each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator will be binding on the parties. Expenses for the arbitrator's services shall be shared equally by the School District and the Association.

The arbitrator, in his decision, shall not amend, modify, nullify, ignore or add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Association and his decision must be based solely and only upon his interpretation of the meaning and application of the express language of the Agreement.

## **FIRST AID**

**First Aid:** It is expected that the person in charge of any activity will render first aid in case of an Emergency or secure such assistance as may be available. Send for help from the office immediately in case of a serious accident or illness in the yard or classroom. Do not leave the victim! Keep the other students away!

**Injury:** In obviously minor injuries (blisters, slight cuts, etc.) refer the students to the office. If there is any doubt concerning a student's ability to reach the office alone, ask another student to accompany them.

**Serious Cuts:** If a child is seriously cut and bleeding profusely, apply a clean cloth along with pressure from your own hand until help arrives.

**Shock:** If a student appears to be in shock, keep them lying down, as comfortable as possible, until help arrives. Caution: If there is difficulty in breathing the head and chest should be elevated.

**Not Breathing:** If a student is not breathing, administer artificial respiration and send for emergency medical aid at once. The mouth-to-mouth technique of artificial respiration is the best method. (See the following sheets for instruction.)

**Head Injuries:** Head injuries can be especially dangerous. If you have any doubts regarding the extent of a student's head injury, keep him/her quiet and send word to the office.

**REMEMBER!!! STAY WITH THE CHILD – SEND WORD TO THE OFFICE – KEEP OTHER STUDENTS AWAY – GIVE FIRST AID, IF NECESSARY.**

**Accident Report:** You must complete a student accident report on every injury.

**BE AWARE OF:** Circumstances involved in the accident – Witnesses to the accident.

\*Record this information on the accident report immediately upon completion of your duty.

\*If an investigator or parent questions you regarding an accident, refer him/her to the principal.

\*Discuss an accident with no one until you have clearance from the principal.

\*Report an injury, yourself, to the office.

**Illness:** If a child complains of illness, have him escorted to the office. If a child appears seriously ill, follow the same procedures as for a serious injury.

## **QUICK TIPS FOR DEALING WITH EMERGENCIES**

### **BODY SUBSTANCE ISOLATION**

When dealing with a patient, the possibility exists that you may come into contact with body fluids. It is advisable that you try to protect yourself with at least gloves and a CPR mask if available.

### **CONTACTING EMERGENCY MEDICAL SERVICES**

You should contact EMS for any of the following emergencies: Unconscious person, shortness of breath, chest pain, severe bleeding coughing up blood, seizures (multiple or longer than 5 minutes), poisoning, head, neck or back injuries.

### **CPR Review**

Child – 5 compression/1 breaths – 20 cycles – 1 handed compression – Give CPR then go for help. Check responsiveness – get help (EMS) – open airway – look, listen & feel for breathing – if none, give 2 breaths (use mask if available) – check pulse (in neck) – if none, 15 chest compressions (two hands on breast bone) – repeat 2 breaths/15 compressions three more times (total of 4) – check breathing and pulse again – if none, resume CPR.

### **Head, Neck & Back Injuries**

*Signs and Symptoms* – Pain, deformity, cuts/bleeding, paralysis, decreased or no sensation, shortness of breath, unconsciousness, seizures, headache, altered mental status, nausea & vomiting.

*Mechanism of Injury* – Falls greater than the patient’s height, diving, unconscious person for an unknown reason, blunt, penetrating injury, motor vehicle accident, broken helmet.

*Treatment* – Tell patient to lie still, call EMS, stabilize head & neck (hand on each side & hold still), keep patient warm, control severe bleeding.

### **Soft Tissue Injury – Cuts, Bruises, Scrapes**

*Signs & Symptoms* – Bleeding, pain, swelling

*Treatment* – Clean with soap & water (if small wound), apply a dressing, apply pressure, elevate the wound, apply ice, if severe bleeding call EMS.

### **Bone & Joint Injuries**

*Signs & Symptoms* – “Pop” or “snap” heard, pain, deformity, loss or decreased function, swelling

*Treatment* – Stabilize the extremity/minimize movement, ice to injury, control bleeding, do not



manipulate, contact EMS.

### **Allergic Reaction**

*Signs & Symptoms* – Pain, itching, swelling, red skin, hives, shortness of breath, weakness, headache, shock, wheezing.

*Treatment* – Find out the cause – if possible, make the patient comfortable, immediately contact EMS, keep them calm, let patient take their medicine they may have for this.

### **Internal Injury/Shock**

*Signs & Symptoms* – Hard abdomen, pain, discoloration, pale & clammy skin, nausea & vomiting, cramping, thirst (don't give anything to drink), decreased mental status, coughing up blood.

*Treatment* – Contact EMS, keep patient calm & warm, raise feet 10-12” (if you think they don't have spinal injury)

### **Nose Bleeds**

*Treatment* – Have patient lean forward, apply pressure to bridge of the nose, apply ice, do not allow patient to blow their nose – roll gauze and put under top lip and press.

### **Poisoning/Overdose**

*Signs & Symptoms* – Information from a bystander, pain/cramps, nausea & vomiting, empty container, burns or odors around the mouth.

*Treatment* -Place patient on their side if unconscious & vomiting, get an empty container, call EMS.

### **Seizures**

*Signs & Symptoms* – Irrational behavior, “dazed”, loss of speech, convulsions, temporarily stop breathing, loss on bowel and bladder control.

*Treatment* – Do not restrain, protect patient – move patient to the floor, turn them to the side if they vomit. Do no place anything in the patient's mouth, contact EMS for multiple, long, or first time seizures.

### **Chest Pain or Heart Attack**

*Signs & Symptoms* – Chest pain/pressure, shortness of breath, pale/clammy skin, nausea & vomiting, weakness

*Treatment* – Keep patient calm & comfortable, contact EMS, allow patient to take their medication for chest pain, loosen tight clothing.

### **Shortness of Breath**

*Signs & Symptoms* – Labored breathing, pale/blue/clammy skin, noisy breathing, dizziness, tightness in chest

*Treatment* – Make patient comfortable, loosen tight clothing, allow patient to take their medication (inhalers), contact EMS.

### **Altered Levels of Consciousness**

*Signs & Symptoms* – Unconsciousness, altered mental status, paralysis, headache, shortness of breath, difficulty speaking.

*Treatment* – Lay the patient down, contact EMS, keep them warm & calm, elevate their legs 10 12”, roll them to their side if they vomit.

***If the patient is a known diabetic and they are still awake, give them small amounts of sugar.***

**REMEMBER TO STAY CALM AND IF IN DOUBT, CALL EMS!!!!**