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400: Statement of Guiding Principles for Employees

The Board of Trustees' goal is to obtain and retain qualified and effective employees. The Board shall have complete discretion to determine the number, the qualifications and the duties of the positions and Summit's standards of acceptable performance. It shall be the responsibility of the Head of Schools/Principal to make recommendations to the Board in these areas prior to Board action.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate, or endorsement, unless administrative positions are specifically excluded from the policy. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Date of Adoption: June 1998
Reviewed: February 2006, December 2010, June 2024, October 2026
Amended: June 2024

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401.01 Equal Employment Opportunity

Summit Schools, Inc. shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies and agencies.

Individuals who file an application with Summit will be given consideration for employment if they meet or exceed the qualifications set by Summit's Head of Schools and the Board of Trustees (and, for certified personnel, the Department of Education) for the position for which they apply. In employing personnel, the Board of Trustees shall consider the qualifications, credentials, and records of the applicants without regard to age (except for students), gender, sex, pregnancy, genetic information, sexual orientation, gender identity, marital status, socioeconomic status, disability, physical attributes, race, national origin, color, religion, ancestry, creed, political preference, and political belief. In keeping with the law, the Board of Trustees shall consider the veteran status of applicants.

Employees or applicants for employment having inquiries regarding compliance with equal employment opportunity are directed to contact:

Name	Ashley Weaver
Title	Head of Schools/Principal
Location	1010 Regent Street, Cedar Rapids, Iowa 52402
Telephone Number	(319) 294-2036

Complaint procedures are outlined in Code 103.

Date of Adoption: June 1998
Reviewed: February 2006, December 2010, June 2024, October 2026
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401.06 Limitations to Employment References

The school believes in taking appropriate measures to promote the health and welfare of all students. Any school employee, volunteer, contractor, or agent shall not assist another school employee, volunteer, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, volunteer, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Sexual misconduct means physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Legal Reference: 20 U.S.C. §7926
Iowa Code §256
281 I.A.C. 12.3(12)

Date of Adoption: October 2026
Reviewed: October 2026
Amended:

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401.13 Student Teachers

It is the policy of Summit Schools to cooperate with the higher educational institutions in the practical preparation of future teachers.

Date of Adoption: June 2024
Reviewed: June 2024, October 2026
Amended:

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401.14 Employee Expression

The school seeks to maintain an orderly, effective, and respectful work environment while recognizing that employees may hold and express diverse viewpoints and beliefs. As a non-public school, the school is not a government entity, and constitutional free-speech protections applicable to public employees do not necessarily apply to employees' speech at or about the school. Employee expression may be subject to this policy, other school policies, employment agreements, and applicable law.

Employees must use good judgment when speaking or acting in their professional roles. Statements made as part of an employee's job duties, or that could reasonably be understood as representing the school, must be consistent with the employee's responsibilities and the school's mission, policies, and standards of conduct.

Employees' personal expression, including expression on social media, must not materially interfere with school operations, undermine the employee's ability to perform their duties, compromise student safety or welfare, disclose confidential information, or otherwise violate school policy or applicable law. The school may take appropriate corrective or disciplinary action, up to and including termination, for conduct that violates these standards.

Employees must comply with applicable Iowa law and school policies. Nothing in this policy authorizes conduct prohibited by law or limits rights that applicable law requires the school to respect.

The school will not retaliate against an employee solely for acting within the scope of the employee's professional responsibilities and ethics to protect a student or to refrain from restricting a student's expression, when the employee's action is permitted by applicable law and school policy.

If the school determines, or a court finds, that an employee who is subject to licensure, certification, or authorization by the Iowa Board of Educational Examiners has discriminated against a student or another employee, the school will make any referral or report required by law. Any resulting employment action will be handled in accordance with applicable law and school policy.

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Date of Adoption: June 2024
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402.02 Child Abuse Reporting

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Health & Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Health & Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Employees will complete the core child and/or dependent adult abuse mandatory reporter training, as provided by HHS, or submit evidence that they've taken the course, within 6 months of initial employment, and every three years thereafter.

For more information please go to the Iowa Department of Health & Human Services Web site at: https://hhs.iowa.gov/report-abuse-fraud/mandatory-reporters

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17
441 I.A.C 9.2; 155; 175
1982 Op. Att'y Gen. 390, 417
1980 Op. Att'y Gen. 275

Date of Adoption: June 2024
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402.03 Abuse of Students by School Employees

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees, will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school under the direction and control of the school. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

Summit will respond promptly to allegations of abuse of students by school employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

Summit has appointed a Level I investigator and alternate Level I investigator. The school has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of Summit. An employee under investigation will be placed on administrative leave once a complaint is found investigable.

The Head of Schools/Principal is responsible for drafting administrative regulations to implement this policy.

Legal Reference: I.C. 280.17; 281 I.A.C 12.3(14); 281 I.A.C. ch. 102

Date of Adoption: June 2024
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Amended: October 2026

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403.01Physical Examination

The administration may require any employee to have a physical examination if it appears that the person's physical welfare is impairing the employee's performance.

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Amended:

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403.05 Substance-Free Workplace

No employee engaged in work for the school shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal or state law.

"Workplace" is defined as the site for the performance of work done in the capacity as a school employee. That includes a school building or other school premise; a school-owned vehicle or other school approved vehicle used to transport students to and from school or school activities; and off school property during school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

No employee shall report to work or remain on duty while impaired by alcohol, cannabis, or any controlled substance, including a lawfully prescribed one that affects the employee's ability to work safely. No employee shall possess or consume alcohol in the workplace except at an adult event approved by the Head of Schools/Principal.

Employees shall notify the Head of Schools/Principal of the employee's conviction under any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

Employees shall abide by the terms of this policy respecting a drug-free workplace. An employee who violates the terms of this policy may be disciplined, up to and including termination, and may be required to successfully participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or employment may be suspended or terminated, at the discretion of the Board.

Legal Reference: 34 C.F.R. pt 85

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403.05 R1 Tobacco Free Workplace

No employee engaged in work for the school shall use tobacco, nicotine, or vaping products on or in the workplace. Employees shall abide by the terms of this policy.

"Workplace" is defined as found in Policy 403.05.

Employees shall abide by the terms of this policy respecting a tobacco free workplace. If the employee fails to abide by these terms, the employee's contract shall not be renewed or employment may be suspended or terminated, at the discretion of the Board.

Legal Reference: 34 C.F.R. pt 85

Date of Adoption: June 2024
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405.02 Licensed Employee Qualifications, Recruitment, and Selection

Recruitment and selection of personnel shall be the responsibility of the Head of Schools/Principal. Whenever possible the preliminary screening of candidates shall be conducted by the Head of Schools/Principal. The Head of Schools/Principal shall have the authority to delegate recruitment and selection responsibilities to staff members. Names and salaries to be paid shall be presented at the next scheduled Board meeting.

Selections shall be based upon the merits of the candidates without regard to any characteristic protected by Policy 401.01 or by law.

Licensed employees, including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Bureau of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education.

Before hiring, schools must review records from the Iowa Court Information System, Sex Offender Registry, Child Abuse Registry, and Dependent Adult Abuse Registry. These checks must be repeated for every employee at least every five years.

It is the responsibility of the Head of Schools/Principal to establish job specifications and job descriptions for licensed employees' positions, other than the position of the Head of Schools/Principal. Job descriptions may be approved by the board.

Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Legal Reference: 281 I.A.C. 12.4; Iowa Code §§ 279.13, 279.69

Date of Adoption: June 2024
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405.06 Licensed Employee Assignment

Changes in assignment may be initiated by an employee submitting a request to the Head of Schools/Principal or by the Head of Schools/Principal initiating the request. All reassignments shall be made only after discussion by those principally concerned and with the full knowledge of all related parties. All assignment changes are to be reported to the Board.

Determining the assignment of each licensed employee is the responsibility of and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school.

It is the responsibility of the Head of Schools to make recommendations to the board regarding the assignment of licensed employees.

Legal Reference: I.C. 280.14

Date of Adoption: June 2024
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405.08 - Licensed Employee Evaluation

Evaluation of licensed employees on their skills, abilities, and competence is an ongoing process supervised by the building Head of Schools/Principal and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the Head of School.

It is the responsibility of the Head of Schools/Principal or designee to ensure licensed employees are evaluated.

Legal Reference: Iowa Code §§ 20.9; 279, 284, 294. 281 I.A.C. 83; 12.3

Date of Adoption: October 2026
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Amended:

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407.01 Resignation

Resignations shall be in writing signed by the resigning party and directed to the Head of Schools/Principal and referred to the Board of Trustees with recommendations, as provided by statute.

The Board recognizes that there are some circumstances which force an employee to request a release from a contract or letter of appointment before the expiration date. Employees will be released from their contracts at any time if a suitable replacement can be secured. Faculty and Administrators who request a release from their contract after May 31st may be required to pay the cost of obtaining a suitable replacement not to exceed $300.

Legal Reference: (Code of Iowa) Chapter 279.13

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407.04 Employee Suspension/ Dismissal

The Head of Schools/Principal or a delegated subordinate has the authority to suspend the services of any employee. At the next meeting of the Board of Trustees, action shall be taken by the Board as to whether or not the employee shall be reinstated or dismissed. The employee shall have the right to a hearing before the Board if the employee so desires.

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408.01 Licensed Employee Professional Development

Staff development is a basic component in the continuing preparation of all employees as they extend their professional or technical knowledge.

As part of the budgeting process, the Board shall allocate sufficient funds to provide a reasonably comprehensive staff development program for all employees.

The Head of Schools/Principal will be responsible for developing a process for implementing a policy that supports the important connection between educator professional development and improved student achievement. This assures that teachers and administrators acquire and maintain the knowledge and skills needed to contribute effectively to the goals and strategies outlined in the school's comprehensive school improvement plan.

The Head of Schools/Principal will monitor the professional development program that is characterized by the following:

- Student and teacher data guide planning and evaluation of Professional Development.
- PD for Student Achievement "research-based" activities support prioritized student learning needs.
- PD contains Iowa's required elements of effective PD for student achievement (theory, demonstration, practice, observation, collaboration).
- Evaluation of improved instructional practice and effect on student learning.
- Individual Educator Professional Development Plans (IEPDP) align with building PD plans and the school improvement plan/goals.

Legal Reference: I.C.279.74

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Amended: October, 2026

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408.03 Tutoring

Faculty members shall not render paid tutorial services for students enrolled in classes of the Summit Schools during contract hours unless such program has been approved by the Head of Schools/Principal. No one, professional staff members or members of the community, shall use any facilities, equipment or materials of the Summit Schools for tutoring pupils or other purposes not a part of the regular program of Summit Schools, unless approved by the Head of Schools and/or tutoring through the Summit Schools tutoring program.

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Amended:

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409.01 Vacations

The Board will determine the amount of vacation that will be allowed on an annual basis for employees.

The Head of Schools/Principal shall establish a vacation schedule and make a recommendation to the Board annually on the vacations for all employees of the school.

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409.02 Time-Off

Unless otherwise provided in an employee's employment contract, all regular, full-time or regular full-time seasonal employees are allotted 4 days of paid personal time and 6 days of paid sick leave off per year. Up to 5 remaining sick days may be rolled over to the following year.

Employees who exhaust all of their available personal leave days may ask for additional unpaid days. Approval for said leave will be at the discretion of the Head of Schools/Principal.

Sick leave may be used by the employee only in such amounts of accumulated sick leave and not to extend beyond such time as the employee's physician deems the employee fit to return to the assigned duties of employment.
Days may also be used for confined family sickness, defined as spouse, children and parents which days shall be non-accumulative.

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409.04 Bereavement

In case of death of a grandparents, grandparents-in-law, grandchildren, first cousin, aunt, uncle, niece, nephew, brother/sister-in-law, son/daughter-in-law an allowance of up to one (1) day may be provided. In case of death in the immediate family of the employee (mother-in-law, father-in-law, step-parent, foster parent, step-child, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law) an allowance of up to three (3) days, if necessary, may be approved without penalty. In the case of death of a spouse, child, mother, father, or any members of the immediate household, an allowance of up to five (5) days may be provided.

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409.06 Jury Duty

Employees in the school system may be excused for jury duty. In order that no one shall suffer financial loss because of such absence, the difference between the employee's normal salary and the compensation for jury duty shall be paid.

Legal Reference: (Code of Iowa) § 607A.45

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409.07 Military Service

Summit will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Where this policy conflicts with USERRA, USERRA controls. Leaves of absence are granted for military purposes but not to exceed the enlistment or draft period. On completion of the military service the individual is entitled to reinstatement at the same salary the individual would have received had the individual not taken such leave but subject to the following conditions:

- that the position was not abolished;
- that the individual is physically and mentally capable of performing the duties of the position;
- that the individual makes written application for reinstatement to the Head of Schools/Principal within the time USERRA allows after military service ends~~;~~
- that the individual submits discharge other than dishonorable discharge, bad conduct discharge, or a dismissal via a General Court-Martial from the military service. A leave of absence will be granted for reservists for training purposes but not for a period exceeding a total loss of pay. Employees are expected to take such training during times when the schools are not in session whenever possible.

Legal Reference: (Code of Iowa) §§ 29A.28, 29A.43; 38 U.S.C. §§ 4301-4335 (USERRA)

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409.08 Absence Without Pay

Absence without pay may be authorized by the Head of Schools/Principal for purposes which the Head of Schools/Principal considers urgent and necessary. For such absences, deductions from the employee's salary will be made in accordance with the school's pay deduction regulations.

The employee shall make an application for such authorization at least ten (10) days in advance of the occurrence or, if advance application is not possible, not later than ten (10) days after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Involuntary absence not heretofore provided for may be excused by the Head of Schools/Principal. The employee shall make an application to the Head of Schools/Principal immediately for excuse for such absence, and deductions in salary shall be made unless such deductions are specifically waived by the Board of Trustees.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

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Amended:

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410.10 Substitutes

Personnel serving on a substitute or temporary basis in the school shall, if possible, be certificated for the positions which they are to fill. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of regular contract personnel. In the event such persons are not available, the employment of personnel who are properly qualified is authorized on a purely substitute or temporary basis.

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411.02 Classified Employee Qualifications, Recruitment, Selection

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee positions in the school in accordance with applicable laws and school policies regarding equal employment. Job applicants for classified employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa.gov, the online state job posting system. Additional announcements of the position may occur through means the Head of Schools/Principal believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

Before hiring, schools must review records from the Iowa Court Information System, Sex Offender Registry, Child Abuse Registry, and Dependent Adult Abuse Registry. These checks must be repeated for every employee at least every five years.

The Head of Schools/Principal will recommend employment of classified employees to the board for approval.

Legal Reference: 281 I.A.C. 12.4; Iowa Code § 279.69

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Amended:

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411.05 Classified Employee Assignment

Determining the assignment of each classified employee is the responsibility of the Head of Schools/Principal and within the sole discretion of the board. In making such assignments each year the Head of Schools/Principal will consider the qualifications of each classified employee and the needs of the school.

It is the responsibility of the Head of Schools/Principal to assign classified employees and report such assignments to the board.

Legal Reference: I.C. 280.14

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