# Coeur d'Alene School District No.271 Policy Manual

## Table of Contents

### 5000 Series—Personnel

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Goal/Personnel</td>
<td>5000</td>
</tr>
<tr>
<td>Hiring</td>
<td></td>
</tr>
<tr>
<td>Hiring Process and Criteria</td>
<td>5100</td>
</tr>
<tr>
<td>Hiring Procedures</td>
<td>5100P</td>
</tr>
<tr>
<td>Verification of Professional Experience and Job Performance Form</td>
<td>5100F1</td>
</tr>
<tr>
<td>Request for Verification of Certificate Status Form</td>
<td>5100F2</td>
</tr>
<tr>
<td>Certificated Personnel Reemployment</td>
<td>5105</td>
</tr>
<tr>
<td>Notice of Contract Renewal</td>
<td>5105P</td>
</tr>
<tr>
<td>Certificated Personnel Employment</td>
<td>5105P2</td>
</tr>
<tr>
<td>Supplemental Contracts</td>
<td>5106 &amp; 5106P</td>
</tr>
<tr>
<td>Certificated Staff Informal Review</td>
<td>5107</td>
</tr>
<tr>
<td>Criminal History / Background Checks</td>
<td>5110</td>
</tr>
<tr>
<td>Criminal History / Background Checks Procedure</td>
<td>5110P</td>
</tr>
<tr>
<td>Non-Discrimination in Employment</td>
<td>5120</td>
</tr>
<tr>
<td>Non-Discrimination in Employment—Personnel Promotion Procedure</td>
<td>5120P1</td>
</tr>
<tr>
<td>Non-Discrimination in Employment—Recruitment of Certificated Employees</td>
<td>5120P2</td>
</tr>
<tr>
<td>Orientation and Mentoring</td>
<td>5127</td>
</tr>
<tr>
<td>Administrative Leave</td>
<td>5130</td>
</tr>
</tbody>
</table>

### Employee Rights, Responsibilities and Conduct

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicability of Personnel Policies</td>
<td>5200</td>
</tr>
<tr>
<td>Negotiated Agreement</td>
<td>5203</td>
</tr>
<tr>
<td>Job Descriptions</td>
<td>5205</td>
</tr>
<tr>
<td>Work Day</td>
<td>5210</td>
</tr>
<tr>
<td>Assignments, Reassignments, Transfers</td>
<td>5220</td>
</tr>
<tr>
<td>Professional Staff Development</td>
<td>5225</td>
</tr>
<tr>
<td>Accommodating Individuals with Disabilities</td>
<td>5230</td>
</tr>
<tr>
<td>Health Examinations</td>
<td>5235</td>
</tr>
<tr>
<td>Sexual Harassment/Sexual Intimidation in the Workplace</td>
<td>5240</td>
</tr>
<tr>
<td>Sexual Harassment/Sexual Intimidation Procedure</td>
<td>5240P</td>
</tr>
<tr>
<td>Report of Harassment</td>
<td>5240F</td>
</tr>
<tr>
<td>Certificated Staff Grievances</td>
<td>5250</td>
</tr>
<tr>
<td>Abused and Neglected Child Reporting</td>
<td>5260 &amp; 5260P</td>
</tr>
<tr>
<td>Employee Responsibilities Regarding Student Harassment, Intimidation and Bullying</td>
<td>5265 &amp; 5265P</td>
</tr>
<tr>
<td>Personal Conduct</td>
<td>5270</td>
</tr>
<tr>
<td>Report of Criminal Offense</td>
<td>5275</td>
</tr>
<tr>
<td>Professional Standards Commission (PSC) Code of Ethics</td>
<td>5280</td>
</tr>
<tr>
<td>Solicitations</td>
<td>5285</td>
</tr>
<tr>
<td>Political Activity - Staff Participation</td>
<td>5290</td>
</tr>
<tr>
<td>Professional Employee Representation for Purposes of Negotiations</td>
<td>5295</td>
</tr>
<tr>
<td>Tobacco/Nicotine Free Policy</td>
<td>5310</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Drug- and Alcohol-Free Workplace</td>
<td>5320</td>
</tr>
<tr>
<td>Drug- and Alcohol-Free Workplace Procedures</td>
<td>5320P1</td>
</tr>
<tr>
<td>Drug and Alcohol Abuse Testing Program and Procedures</td>
<td>5320P2</td>
</tr>
<tr>
<td>Employee Use of Social Media Sites, Including Personal Sites</td>
<td>5325 &amp; 5325P</td>
</tr>
<tr>
<td>Social Media Authorization Form</td>
<td>5325F</td>
</tr>
<tr>
<td>Employee Electronic Mail and On-Line Services Usage</td>
<td>5330 &amp; 5330P</td>
</tr>
<tr>
<td>Staff Technology Use Agreement</td>
<td>5330F</td>
</tr>
<tr>
<td>Employee Use of Electronic Communications Devices</td>
<td>5335 &amp; 5335P</td>
</tr>
<tr>
<td>Mobile Computing Device Agreement</td>
<td>5335F</td>
</tr>
<tr>
<td>Evaluation of Certificated Personnel</td>
<td>5340</td>
</tr>
<tr>
<td>Certificated Personnel Evaluation Procedure</td>
<td>5340P</td>
</tr>
<tr>
<td>Certificated Teacher Observations and Summative Evaluation</td>
<td>5340F1</td>
</tr>
<tr>
<td>Professional Assistance Form</td>
<td>5340F2</td>
</tr>
<tr>
<td>Certified Personnel Resignation (Release from Contract)</td>
<td>5350</td>
</tr>
<tr>
<td>Dress and Appearance</td>
<td>5360</td>
</tr>
<tr>
<td>Non-school Employment by Professional Staff Members</td>
<td>5370</td>
</tr>
<tr>
<td>Professional Research and Publishing</td>
<td>5380</td>
</tr>
<tr>
<td>Employment Referrals &amp; Prevention of Sexual Abuse</td>
<td>5390</td>
</tr>
</tbody>
</table>

## Compensation and Benefits

<table>
<thead>
<tr>
<th>Leases of Absence</th>
<th>5400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Leave for Certificated Employees</td>
<td>5400P1</td>
</tr>
<tr>
<td>Other Release Time for Certificated Employees</td>
<td>5400P2</td>
</tr>
<tr>
<td>Requests to Serve on Special Commissions</td>
<td>5400P3</td>
</tr>
<tr>
<td>Certificated Leave of Absence</td>
<td>5400P4</td>
</tr>
<tr>
<td>Classified Leave of Absence</td>
<td>5400P5</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>5403</td>
</tr>
<tr>
<td>Personal Sick Leave</td>
<td>5405</td>
</tr>
<tr>
<td>Family and Medical Leave</td>
<td>5410-5410P</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>5412</td>
</tr>
<tr>
<td>Witness for Court Appearance Leave</td>
<td>5413</td>
</tr>
<tr>
<td>Classified Personal Leave</td>
<td>5423</td>
</tr>
<tr>
<td>Classified Sick Leave Bank</td>
<td>5425</td>
</tr>
<tr>
<td>Insurance Benefits for Employees / Trustees</td>
<td>5430</td>
</tr>
<tr>
<td>School Holidays</td>
<td>5440</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>5450 &amp; 5450P</td>
</tr>
<tr>
<td>Workers’ Compensation Claims</td>
<td>5460 &amp; 5460P</td>
</tr>
<tr>
<td>Military Leave of Absence</td>
<td>5470</td>
</tr>
<tr>
<td>Military Leave Procedure</td>
<td>5470P</td>
</tr>
<tr>
<td>Leadership Premiums</td>
<td>5480</td>
</tr>
<tr>
<td>Payroll Deductions</td>
<td>5485</td>
</tr>
</tbody>
</table>

## Certified Personnel Records

| Personnel Files | 5500 |
| Procedures for Releasing Personnel Records to Hiring School Districts | 5500P1 |
| Personnel Record Contents | 5500P2 |

## Employee Health and Welfare
Prevention of Disease Transmission.................................................................5610 & 5610P
Staff Protection .............................................................................................................5620

Employment Practices
Substitutes .....................................................................................................................5700
Paraprofessionals ..............................................................................................................5710
Private Service Providers / Consultants ...........................................................................5725
Reduction in Force ..........................................................................................................5740 & 5740P
Reduction in Force Teacher Profile ..............................................................................5740F
Professional Personnel Probation .................................................................................5745
Retirement of Certificated Employees ...........................................................................5747
Employing Retired Teachers & Administrators ............................................................5750
Supplemental Contracts .................................................................................................5760
Certificated Shared/Part-Time Positions .........................................................................5765

Classified Employees
Classified Employment, Assignment and Grievance ...............................................5800
Classified Employee Grievance Procedure .......................................................................5800P
Reduction in Force—Classified Personnel .......................................................................5805
Compensatory Time and Overtime for Classified Employees ....................................5810
Employee Compensation ...............................................................................................5815
Evaluation of Classified Staff .........................................................................................5820
Bus Driver Physical Qualifications and Examinations .................................................5830
Coeur d’Alene School District No. 271

PERSONNEL

Board Goal/Personnel

The human resources of the District are valuable and significant in creating an effective educational program and learning environment. Schools function most efficiently and successfully when highly qualified individuals are employed to staff the needs of the District. It is the policy of the Board to recruit and retain the highest caliber of administrative, instructional, and classified personnel. It is the policy of the Board to encourage the continued professional preparation of all personnel. Supervision is a necessary, ongoing function of the District's leadership. The goal of the Board of Trustees is to provide an educational program of the highest possible standards, and to promote an efficient and positive school climate in all educational endeavors, in order that students may work toward their greatest potential, and the community will be proud of its investment. Success in attaining this goal is dependent, in large measure, upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the school.

Personnel will be hired only upon the recommendation of the Superintendent. Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated.

Should any provision of Board policy or administrative procedure be held to be illegal by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.

Legal References:   I.C. § 33-506   Organization and Government of Board of Trustees

Policy History:
Adopted on:  11/2/15
Revised on:
Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. It is the policy of the District to recruit, select, and retain for employment the best qualified applicant for each employee position. In the course of recruitment and employment of employees, the policy of the School District is to place emphasis on selection of high quality staff. Recruitment areas shall be determined by the availability of applicants, the specificity of the job description, and Superintendent's recommendations.

The Superintendent shall establish procedures for employment which meet this goal, and shall recommend to the Board the number and type of positions needed to implement the District’s educational programs. The Board assigns to the Superintendent the process of recruiting personnel. The Superintendent may delegate this responsibility to a designee. Recruitment practices will be conducted in a professional and competent manner with utmost regard for the welfare of the District. Generally, the Board will act on the recommendation of the Superintendent or designee, which, shall be based on recommendations of the supervisor, and potential for growth. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality staff members, the following non-exclusive list of factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character, and ability to relate well with students. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of staff.

Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.

2. Applicants for teaching positions shall provide evidence of meeting State requirements for certification and sign a statement authorizing current and past school district employers, including those outside the state of Idaho, to release to the District all information relating to job performance or job related conduct, and making available to the District copies of all documents in the applicant’s previous personnel files, investigative, or other files. Such statement will also release the applicant’s current and past employers from any liability for providing such information and documentation. Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district
employers only for the purpose of evaluating applicants’ qualifications for employment in the position for which they have applied and no one shall disclose such information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants’ qualifications for employment. Applicants may be employed on a non-contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District’s request. See Forms (5100F1 and 5100F2).

3. When considering coaching assignments in secondary schools, preference for hiring will be given to a qualified certificated professional employee in the school where the coaching vacancy exists. The building principal will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such an individual will necessarily be retained for a coaching position or that another individual may receive the position who is not an employee at the building in question.

4. Except in case of necessity, no vacancy shall be filled on a temporary basis until such vacancy shall have been posted at least five (5) work days.

5. As required in Idaho Code 65-504, when all factors are equal, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.

6. As required in Idaho Code 33-130 and 33-512(15), the District will conduct a criminal history check for applicable positions. See Policy 5110.

7. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

8. Certificated personnel of the District will be employed pursuant to a written contract, on a form approved by the State Superintendent of Public Instruction.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant.

Legal Reference:
I.C. § 33-130  Criminal History Checks for School District Employees or Applicants for Certificates
I.C. § 33-512  Governance of Schools
I.C. § 33-513  Professional Personnel
I.C. § 33-1210 Information on Past Job Performance
I.C. § 74-206 Executive Sessions – When Authorized
IDAPA 21.01.06 Rules for the Enforcement of the Veteran’s Preference in Public Employment

Policy History:
Adopted on: 11/2/15
Revised on: 10/7/19
Hiring Procedures

To assist administrators in compliance with the Policy 5100 Hiring Process and Criteria, the following guidelines shall be utilized:

Notice of Vacancies

Vacancies will be posted only after a written resignation has been received by the Superintendent/designee, a termination has occurred, or if a new position is created within the District. The Superintendent shall develop procedures for the posting of available positions within the District.

1. During the school year, all notices of vacancy shall be posted in all school buildings and the District website. Job Vacancy Notices: Any notice from the Coeur d’Alene School District No. 271 will contain the following information:

   A. Position available, job description, minimum experience, and physical qualifications.

   B. Requirements for completed application, as applicable for position, include but are not limited to: 1) a completed District application form; 2) transcripts of all university or college credits; 3) a letters of recommendation; 4) resume; 5) verification or eligibility of Idaho certification; and 6) an agreement to sign the statement/release for current and past school district employers.

   C. Timeline for receiving application.

   D. Process notification of how applications will be handled.

2. Application Procedures: It will be the responsibility of any applicant to provide the information listed in 1-B above.

   A. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.

   B. It will be at the discretion of the Superintendent/designee, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts, or other materials are not yet received by the District for consideration. C. In addition to the certification information provided by the applicant, the District will also request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending
violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder’s certificate, any prior or pending revocation, suspension, or the existence of any prior letters of reprimand and information relating to job performance.

E. Upon receipt of the completed applications, those applications will be placed in a file for review and consideration at the District Office.

Note: The District does not have to request the information for all applicants. The District only has to request the information for the applicant(s) who are considered being offered the position. However, in the interests of timeliness, as it may take up to twenty (20) days, or possibly more for out-of-state school district employers, to receive such information, the District may request the information of every applicant who has sent a signed statement/release. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant.

Preliminary Screening

1. At either the time the job vacancy is published, or prior to the conclusion of the application period, the school administrator will provide notice to the appropriate administrator of the desired number of qualified individuals to be included in the "screening pool". The screening pool shall be defined as the number of individuals having completed applications that may be submitted to the building or program administrator for final screening.

Screening

1. The building or program administrator may establish a committee to assist in the final screening process.

2. The committee, upon receiving the applications, will review those applications for the purpose of:

   A. Determining those most suited to the position;

   B. Inviting the top candidates to be interviewed for the position.

3. The Administration and/or committee will establish the procedures at the building or program level for interviewing the successful applicants.

4. The screening committee or administrator may engage in whatever professional reference checks it deems appropriate, but at a minimum shall verify prior work experience and educational achievement listed by the applicant as the committee or administrator deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with at least two references of the applicant.
It is recommended that the hiring administrator contact individuals who might know the candidate but were not listed as references.

5. Upon determining the qualified applicant, the building administrator will submit to the Superintendent/designee the hiring documentation for the applicant to be offered a contract.

Acceptance Procedure

Once the Committee or administrator has selected the final candidate, the name will be provided to the Superintendent/designee who will review the applicant’s credentials. If the Superintendent/designee concurs with the recommendation, the Superintendent/designee will:

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.

   A. Before hiring an applicant, a school district shall request in writing, electronic or otherwise, the applicant’s current and past public school employers, including out-of-state employers. The request shall include a copy of the statement signed by the applicant. If no documentation is received from out of state employers, the District may employ the applicant on an annual contract.

   B. Upon receiving a verbal or written statement of intention to accept employment, pending Board approval, by the candidate, the Superintendent/designee will prepare the necessary papers for recommendation to the Board of Trustees at the next regular or special Board meeting.

   C. Submit to the Board of Trustees such recommendation.

Board Action

The Board of Trustees of the Coeur d’Alene School District No. 271 will:

1. Consider all candidates recommended for hire; and

2. Discuss hiring and in situations wherein the individual qualifications of the applicant are discussed go into executive session pursuant to law; and

3. Vote relating to approval or disapproval of the candidates. If any member of the Board has a concern about a candidate, the board member needs to bring their concern to the Superintendent/designee as soon as possible. The Superintendent/designee will consider the concern and will take appropriate action.
Approval

Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract and return it within ten (10) days from the date the contract is delivered to them. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board in the designated period of time, the Board or designee may declare the position vacant. Should the candidate not be approved, or the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board, the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant’s name for consideration.

Any person on provisional employment pursuant to I.C. 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

Certification

To qualify for employment, each teacher or administrator must have, and maintain during the entire school year, a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. An individual must hold a valid certificate for the position they will be assigned on the date employment commences pursuant to the contract, unless a waiver has been requested and received from the State Department of Education. If a certificated employee does not have a current certificate on file with the District office, the employee will have to report to the District Office to address why a current certificate has not yet been received by the District Office. Should a certificated employee not have a current certificate filed with the District office, the District will have to make a determination as to whether or not the teacher is in breach of their teaching contract and what action, if any, will be taken with regard to the certificated personnel’s employment status with the District.

Procedure History:
Promulgated on: 11/2/15
Revised on: 6/6/16
VERIFICATION OF PROFESSIONAL EXPERIENCE AND JOB PERFORMANCE/CONDUCT DOCUMENTATION REQUEST

Coeur d’Alene School District
ATTN: Human Resource Department
1400 N. Northwood Center Court, CdA ID 83814
Fax (208) 664-1759 Phone (208) 664-8241

I. PERSONAL DATA – MUST BE COMPLETED BY EMPLOYEE

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Social Security #</th>
</tr>
</thead>
</table>

INSTRUCTIONS
This request should be completed by the responsible person in charge of records where the service was rendered. Idaho Code 33-1210 requires applicants, for any position at any Idaho Public School, to allow the hiring school district employer to obtain a copy of past school employer personnel file materials and other documentation relating to the performance and/or job related conduct of the applicant when such applicant was employed by any other public school, whether in Idaho or any other state. Before hiring an applicant for any position, the District must request the applicant to sign this form. Should the applicant refuse or fail to sign this form the District is not permitted to hire the applicant for any position. This authorization does not limit any employer from seeking additional information or disclosure from any applicant. Information obtained through the use of this release will be used only for the purpose of evaluating the qualification of the applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

Please return the completed form along with documentation of any job performance and/or job related conduct from the employee’s personnel file to the Coeur d’Alene School District. This form must be on file with District No. 271 in order for the applicant to sign a contract.

II. CERTIFICATED EMPLOYMENT EXPERIENCE – TO BE COMPLETED BY RESPONSIBLE OFFICIAL

<table>
<thead>
<tr>
<th>Month/Date/Year Service was rendered</th>
<th>Institution</th>
<th>*1) Type of school</th>
<th>Days in full Contract Year</th>
<th>*2) Actual Days Served</th>
<th>*3) Hours in Normal Work Day</th>
<th>Hours Per Day Employed</th>
<th>Position Held</th>
<th>Type of Service</th>
<th>Full-Time</th>
<th>Part-Time</th>
<th>Substitue</th>
<th>State Education Certification Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>Ending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/ / /</td>
<td>/ / /</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/ / /</td>
<td>/ / /</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>/ / /</td>
<td>/ / /</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*1) PUB for Public or PRI for Private or IHL for Institution for Higher Learning. *2) include all paid leave taken as work days. *3) hours per day that a full-time employee works

Accumulated sick leave earned in Idaho State through date of separation: _______________ days

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT ACCORDING TO OUR OFFICIAL RECORDS.

____________________________________________________________________________________________________________________________________
SIGNATURE OF CERTIFYING OFFICER, TITLE
PHONE NUMBER
DATE

SCHOOL DISTRICT
MAILING ADDRESS
CITY
STATE
ZIP

*Out-of-Idaho employers may have laws preventing disclosure of personnel files, applicants will not be prevented from being employed in Idaho if their out-of-state employer fails to comply. Promulgated on: 11/2/15
REQUEST FOR VERIFICATION OF CERTIFICATE STATUS

Director of Certification/Professional Standards
Idaho State Department of Education
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027

Pursuant to § 33-1210(5), Idaho Code, the District is seeking information regarding the following individual:

Name of Applicant _____________________________________________________
D.O.B.:   ____________________________

Specifically, pursuant to the above-referenced statute, the District is seeking the following information in order to address a hiring decision:

1. Certificate status;
2. The existence of any past findings or complaints relating to violations of the Code of Ethics for Professional Educators;
3. The existence of any current complaints or investigations relating to alleged violations of the Code of Ethics for Professional Educators; and
4. Any information relating to job performance as defined by the State Board of Education, pursuant to Subsection (11) of Idaho Code 33-1210, for any applicants for certificated employment.

The District would greatly appreciate it if this information could be advanced to the attention of ______________________ on or before the ______ day of __________________ in order to allow a timely decision as to employment matters. This information may be mailed at the above address or sent via electronic format to: __________________________________.

Sincerely,

________________________  School District HR Department

Promulgated: 11/2/15
Revised:
Certificated Personnel Reemployment

Certificated personnel of the district will be employed pursuant to a written contract, on a form approved by the State Superintendent of Public Instruction.

The district will enter into employment contract with individuals who hold a valid certificate for the position they will be assigned on the date employment commences pursuant to the contract, unless a waiver has been requested and received from the state department of education.

The Board shall act in accordance with Idaho Code 33-515A.

Delivery of Contract

Delivery of a contract may be made only in person; by certified mail, return receipt requested; or electronically, return receipt requested. If delivery is made in person, the delivery must be acknowledged by a signed receipt.

If a District delivers contracts via electronic means, with return electronic receipt, and the District has not received a returned signed contract and has not received an electronic read receipt from the employee, the District shall then resend the original electronically delivered contract to the employee via certified mail, return receipt requested, and provide such individual with a new date for contract return.

Return of the Contract

A person who receives a proposed contract from the District shall have ten (10) days from the date of delivery to sign and return the contract.

Failure to Accept or Acknowledge

Should a person willfully refuse to acknowledge receipt of the contract or if the contract is not signed and returned to the Board within the designated time period, the Board may declare the position vacant. Through this policy the Board delegates to the Superintendent and/or Human Resources Director the power, as the designee of the Board, to declare such position vacant should a signed contract not be returned within the designated period.

Cross Reference: Policy 5340 Evaluation of Certificated Personnel
Policy 6100 Superintendent

Legal Reference I.C. § 33-507 Limitation upon Authority of Trustees
I.C. § 33-513  Professional Personnel
I.C. § 33-514  Issuance of Annual Contracts – Support programs – Categories of Contracts – Optional Placement
I.C. § 33-514A  Issuance of Limited Contract – Category 1 Contract
I.C. § 33-515  Issuance of Renewable Contracts
I.C. § 33-515A  Supplemental Contracts
I.C. § 33-1004H  Foundation Program – State Aid - Apportionment

Policy History:
Adopted on: 11/2/15
Revised on: 11/7/16
The district may employ certificated personnel during their first three (3) years of employment in the district per Idaho Code:

CATEGORY 1: A limited one-year contract for certificated personnel specifically offered after August 1st for the duration of the ensuing school year or the spouse of a Trustee hired under the limited provisions of Section 33-507(3), Idaho Code. The district may terminate the contract at the end of the contract year without any additional notice to the employee.

CATEGORY 2: A limited contract for certificated personnel in the first or second year of continuous employment with the district. Property rights do not attach to a Category 2 contract. If the board decides not to employ the certificated employee for the ensuing school year, the employee will be provided with a written statement of the reasons for non-reemployment no later than July 1st. The employee is not entitled to a review by the board of any reasons or decisions reached not to reemploy the individual.

CATEGORY 3: A limited contract for certified personnel during the third year of continuous employment with the district. On or before May 25, the board will give written notice whether the employee will be reemployed for the ensuing school year. If the employee will not be rehired, the employee will be given the opportunity for an informal review of the board’s decision, upon submitting a written request.

**Renewable Contracts**

For those certificated employees who have been employed by this district for three (3) or more full years of continuous service, that person will have the right to automatic renewal of contract by giving notice, in writing, of acceptance of renewal. The notice will be given to the board not later than the first (1st) day of June. The board will notify each person entitled to a renewable contract not later than the fifteenth (15th) day of May.

Any contract automatically renewed will be for the same length as the term stated in the current contract and at a salary no lower than that specified therein, to which will be added such increments as may be determined by statutory or regulatory rights of the employee by reason of training, service or performance.

The Board has the right to offer a renewable contract increasing the salary of any certificated employee, or to reassign administrative or supervisory employees to classroom teaching duties, or to remove an extra duty assignment from a certificated employee with appropriate reduction of salaries from preexisting salary levels.
If the Board, for reasons other than unsatisfactory service, for the next contract year, decides to change the length of the terms stated in the current contract, to reduce the salary or to not renew the contract of a certificated employee whose contract would otherwise be automatically renewed, a probationary period is not required.

**Retired Personnel:** School districts may employ certificated personnel receiving retirement benefits from the public employee retirement system of Idaho, except those who received benefits under the early retirement program previously provided by the State, as at-will employees.

Contracts for retired teachers are specifically offered for the limited duration of the ensuing school year, and no further notice is required by the District to terminate the contract at the conclusion of the contract year.

**Procedure History:**
Promulgated on: 11/2/15
Revised on: 11/7/16
Certificated Personnel Employment

Definitions

**Category 1 Certificated Employees:** Certificated personnel hired on a limited one year contract after August 1st or the spouse of a Trustee hired under the limited provisions of Section 33-507(3), Idaho Code.

**Category 2 Certificated Employees:** Certificated personnel in the first and second years of continuous employment within the same school district.

**Category 3 Certificated Employees:** Certificated personnel in the third year of continuous employment by the same school district.

**Renewable Contract Certificated Employees:** Upon being offered a contract for a fourth full consecutive year of employment as a certificated teacher, certificated personnel may automatically renew their employment with this District, for the next school year, by timely returning their contract.

The District shall have the option to grant renewable contract status when it hires a certificated employee who has been on a renewable contract with another Idaho school district or who has out-of-state experience which would otherwise qualify the certificated employee for renewable contract status in Idaho. Alternatively, the District can place the certificated employee on a Category 3 contract.

**Retired:** Certificated personnel receiving retirement benefits from the public employee retirement system of Idaho, except those who received benefits under the early retirement program previously provided by the State, hired as at-will employees.

**Interim Certificate Holder:** A certificated employee who holds an interim certificate while they pursue an alternate route to certification must complete at least nine semester credits annually toward the completion of their alternate route to certification and meet their annual progress goals toward the completion of the alternate route. The District may take action to terminate or non-renew a teacher with an interim certificate who fails to meet these requirements. Such termination or non-renewal shall be carried out in accordance with State law and administrative rules and District policy.
Notice

1. Category 1 certificated employees’ contracts are specifically offered for the limited duration of the ensuing school year, and no further notice is required by the District to terminate the contract at the conclusion of the contract year.

2. Category 2 certificated employees shall be provided a written statement of reason for non-reemployment by no later than July 1st and are not entitled to a review of the reasons or decision not to reemploy by the Board.

3. Category 3 certificated employees shall be provided a written statement of reason for non-reemployment by no later than July 1st and shall, upon written request, be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the Board. Before the Board determines not to renew the contract for the unsatisfactory performance of category 3 certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following at least one evaluation. In no case shall the probationary period be less than eight weeks. The probation shall be preceded by written notice from the Board, with the reasons for the probationary period and the areas of work which are deficient and with provisions for adequate supervision and evaluation of the employees’ performance during the probationary period.

4. Contracts for all renewable contracted certificated employees shall be issued by July 1st. All employees on renewable contracts must timely return their contract. The employee’s failure to timely return a renewable contract may be interpreted by the Board as a declination of the right to automatic renewal or the offer of another contract. Before the Board determines not to renew the contract for the unsatisfactory performance of renewable contracted certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following an observation, evaluation, or partial evaluation. The probation shall be preceded by written notice from the Board, or its designee, with the reasons for the probationary period and with provisions for adequate supervision and evaluation of the employees’ performance during the probationary period.

5. Contracts for retired teachers are specifically offered for the limited duration of the ensuing school year, and no further notice is required by the District to terminate the contract at the conclusion of the contract year.

Supplemental Contracts

An extra duty assignment is, and extra duty supplemental contracts may be issued for, an assignment which is not part of a certificated employee’s regular teaching duties. A supplemental contract for extra duties shall be separate and apart from the certificated employee’s underlying contract (Category 1, 2, 3 or renewable) and no property rights shall attach. A written notice of non-reissuance of the extra duty supplemental contract with a written statement of reasons shall be provided. Upon written request, the certificated employee shall be given the opportunity for
an informal review of such decision by the Board. The parameters for the informal review will be
determined by the Board. The contract shall be in a form approved by the state superintendent
of public instruction.

An extra day assignment is, and supplemental extra day contracts, may be issued for, an
assignment of days of service in addition to the standard contract length used for the majority of
certificated employees of the District. Such additional days may be in service of the same
activities as the employee’s regular teaching duties. Any such extra day contracts shall provide
the same daily rate of pay and rights to due process and procedures as provided by the
certificated employee’s underlying contract (Category 1, 2, 3 or renewable). The contract shall
be in a form approved by the state superintendent of public instruction.

Procedure History:
Promulgated on: 10/7/19
Revised on:
Supplemental Contracts

An extra duty assignment is, and extra duty supplemental contracts may be issued for, an assignment which is not part of a certificated employee’s regular teaching duties. A supplemental contract for extra duties shall be separate and apart from the certificated employee’s underlying contract (Category 1, 2, 3 or renewable) and no property rights shall attach. A written notice of non-reissuance of the extra duty supplemental contract with a written statement of reasons shall be provided. Upon written request, the certificated employee shall be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the Board. The contract shall be in a form approved by the state superintendent of public instruction.

An extra day assignment is, and supplemental extra day contracts may be issued for, an assignment of days of service in addition to the standard contract length used for the majority of certificated employees of the District. Such additional days may be in service of the same activities as the employee’s regular teaching duties. Any such extra day contracts shall provide the same daily rate of pay and rights to due process and procedures as provided by the certificated employee’s underlying contract (Category 1, 2, 3 or renewable). The contract shall be in a form approved by the state superintendent of public instruction.

Cross Reference: 5105 Certificated Personnel Reemployment

Legal Reference  
I.C. § 33-514 Issuance of Annual Contracts  
I.C. § 33-515 Issuance of Renewable Contracts  
I.C. § 33-515A Supplemental Contracts

Policy History:  
Adopted on: April 21, 2003  
Revised on: Nov. 7, 2016
EVALUATION:

All extra-curricular staff on supplemental contracts will be evaluated annually. Principals, or designee, will make a recommendation to reissue or not to reissue a supplemental contract to the Board of Trustees.

REISSUANCE:

When the Board of Trustees determine to not reissue a supplemental contract, the Board shall give written notice to the employee describing reasons for the decision to not reissue. In the event of a decision to not reissue a supplemental contract, the employee shall be entitled to an informal review, per Board Policy, by the Board of Trustees upon written request from the employee within 7 working days of notice of non-re-issuance. Within 15 working days following the informal review with the employee, the board shall notify the employee of its final decision in the matter.

Policy History:
Promulgated on: April 21, 2003
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL 5107

Certificated Staff Informal Review

The following events and circumstances create a right allowing the specified employees to request an Informal Review for the Board’s decision to not reemploy or reissue an employment contract:

1. Non-reemployment of Category 3 contract teacher.
2. An administrative employee reassignment to a non-administrative position;
3. Non-reissuance of Supplemental Extra-Duty Contracts; and
4. Any other circumstance specified in Idaho law creating a right to request an informal review.

The parameters for the Informal Review will be determined by the Board.

The request for an Informal Review must be in writing and include a statement explaining the reasoning for disagreement with the Board’s decision. The statement must not exceed two (2) pages.

The District will use the following procedure:

1. The employee must request, in writing, an Informal Review within seven (7) calendar days of receiving notice of the events creating a right to Informal Review. The request must be submitted by hard copy to the Board Clerk/designee. Failure to request Informal Review within seven (7) days will result in the employee waiving the right to an Informal Review.

2. The employee will be given an opportunity to meet with the Board in executive session within fifteen (15) days of the date that the request for Informal Review is submitted to the Board, or alternately, at the next regularly scheduled Board meeting, as determined by the Board. The employee may explain why he or she disagrees with the Board’s decision and, at the option of the Board, the employee may be permitted to provide the Board with documentation in support of the employee’s position. The Board, in its discretion, may limit the amount of time allotted for presentation of any additional information by the employee during the Informal Review.

3. The Administration shall have the right to be present during the Informal Review and may respond to the employee’s presentation and/or respond to any inquiries by the Board. The Administration and the employee shall not have the right to cross-examine witnesses.

4. Either party may be accompanied by legal counsel. If either party is going to have legal counsel, that party should give sufficient notice to the other party of such representation.
5. The Board shall make a decision to uphold the earlier employment decision, or make some other decision regarding the issue(s) raised during the executive session. Such decision must be made by the Board in open session, identifying the employee by number or letter (i.e.: “Subsequent to the Informal Review, the Board upholds the prior employment decision regarding employee “A”).

6. The Board shall notify the employee, in writing, of its final decision on the matter within fifteen (15) days of the date of the Informal Review.

The employee does not have the right to, present evidence other than that detailed above, or present and/or cross-examine witnesses. The Board may elect to ask questions of the employee or administrator present at the Informal Review.

Cross Reference: 5105 Certificated Personnel Reemployment

Legal Reference
I.C. § 33-514  Issuance of Annual Contracts
I.C. § 33-515  Issuance of Renewable Contracts
I.C. § 33-515A Supplemental Contracts

Policy History:
Adopted on: 11/2/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

Criminal History/Background Checks

General

It is the policy of the District not to employ or to continue the employment of classified, professional or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or, in the case of current employees, may face disciplinary action up to and including termination.

The Board is mindful of the concerns of employees regarding their reasonable privacy expectations and adopts this policy while balancing those reasonable expectations of privacy. The failure of an existing or prospective employee to comply with the requirements of this policy shall constitute sufficient grounds for non-hire or termination, subject to such due process rights as are available to the effected employee.

It is the policy of this District to perform criminal history checks as required by Idaho law and to perform other types of background checks on employees or volunteers including, but not limited to:

1. Contacting prior employers for references;
2. Contacting personal references; and/or
3. Contacting other persons who, in the discretion of the District, could provide valuable information to the District.

Where a prior conviction is discovered, the District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought, or the person is employed. Any individual convicted of a felony offense listed in I.C. § 33-1208(2) shall not be hired.

If an applicant or employee makes any misrepresentation or willful omissions of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

Legal Reference:  I.C. §9-335  Exemptions from Disclosure—Confidentiality  
I.C. §9-340(C)  Records Exempt from Disclosure  
I.C. § 33-130  Criminal History Checks for School District Employees or Applicants for Certificates  
I.C. §33-506  Organization and Government of Board of Trustees
I.C. §33-512  Governance of Schools
I.C. §33-1202  Eligibility for Certificate
I.C. §33-1204  Validity, Duration, Renewal, and Lapse of Certificates
Public Law 105-251, Volunteers for Children Act

Policy History:
Adopted on:  11/2/15
Revised on:
Initial Hires

In order to protect the health, safety, and welfare of the students of the District, Idaho law requires the following employees hired on or after July 1, 2008 to submit to criminal history checks. The list is to include, but is not limited to:

1. Certificated and non-certificated employees;
2. All applicants for certificates;
3. Substitute staff;
4. Individuals involved in other types of student training such as practicums and internships; and
5. All individuals who have unsupervised contact with students.

A criminal history check shall comply with State law, be based on a complete ten (10) fingerprint card or scan, and include, at a minimum, the following:

1. Idaho Bureau of Criminal Identification;
2. Federal Bureau of Investigation (FBI) criminal history check;
3. National Crime Information Center; and
4. Statewide Sex Offender Registry.

A list of sex offenders is maintained on the Idaho State website and district screening software. The building principal/designee will be responsible for cross referencing the register of volunteers against the sex offender list or district screening software. Student teachers, interns, and others who have direct unsupervised contact with students shall also be checked against this list.

Employees will be required to return a completed ten (10) fingerprint card to the district office Human Resources Department within five (5) days of starting employment or unsupervised contact with students.

The fee charged to an employee shall be set by the State Department of Education. All criminal history check records will be kept on file at the State Department of Education. A copy of the records will be given to the employee upon request.

Substitute Teachers

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list, the substitute teacher shall undergo a criminal...
history check every five (5) years. If a substitute teacher has undergone a criminal history check within five (5) years as a result of employment with another District, the District, may in its sole discretion, not require a substitute to undergo a criminal history check. If the District does desire a substitute teacher who has undergone a criminal history check within the last five (5) years to undergo an additional criminal history check, the District will pay the costs of such check.

Other Employees

The District may require that any employee be subjected to criminal history checks. If required, the District will pay the costs of such checks.

Volunteers

Any volunteer in the District who has regular unsupervised access to students, shall submit to a fingerprint criminal background check.

Any requirement of a volunteer to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If a volunteer has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent/designee, who shall decide whether the volunteer is suitable to be in the presence of the students in the District. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

Contractors

The District maintains a safe environment for students by developing a system that cross-checks all contractors or other persons who have irregular contact with students against the statewide sex offender register or district screening software.

Confidentiality

Outstanding warrants, criminal charges, and/or protective orders may be confidential. An employee who is provided access to such information relating to another employee or volunteer shall ensure that the information remains confidential. Upon receipt of the criminal history check information, the same shall be reviewed by only authorized individuals of the Human Resource Department, the Superintendent/designee. If an employee discloses such information without authorization, the employee shall be subject to disciplinary action.

If any information received gives rise to concern by the Human Resource Department, Superintendent/designee, the employee shall be notified and given reasonable opportunity to respond to the information, including the sharing of said information with the affected employee. Such opportunity shall be in an informal setting with appropriate members of the Human Resource department, the Superintendent, and/or designee. In the event the Human Resource Department recommends not hiring an applicant or recommends terminating an existing
employee, such recommendation shall be made to the Superintendent. If the Superintendent or
the Superintendent's designee elects to follow this recommendation, the Superintendent or his or
her designee shall take appropriate action as otherwise provided by law or required by policy.

Procedure History:
Promulgated on: 11/2/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

Non-Discrimination in Employment

The Coeur d’Alene School District complies with all applicable laws and does not discriminate in the terms and conditions of employment based on race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability.

EQUAL OPPORTUNITY EMPLOYMENT

It shall be the policy of School District 271 to recruit, select, promote and retain for employment the best qualified applicant for each employee position. The Superintendent shall establish procedures for employment which meet this goal, and shall recommend to the Board, the number and type of positions needed to implement the District's educational programs.

The responsibility of implementing this policy is hereby assigned to the Superintendent, who will be responsible directly to the Board. Regular reports on program progress will be submitted to the Board.

COMPLAINTS

Any person that believes they have been discriminated against in violation of this policy may file a Civil Rights Grievance as outlined in the Civil Rights Grievance Procedure, or, in the case of noncertificated professionals, the grievance procedure shall be as follows:

1. Any noncertificated employee civil rights grievance shall be submitted in writing to the District's human resources administrator within six (6) working days of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought.

2. Within six (6) working days of receipt of the grievance, the District's human resources administrator shall schedule an informal grievance meeting with the grievant, the employee against whom the grievance is filed, respective advocates, as well as a District administrator who will not be involved in the grievance process. The purpose of the meeting shall be to attempt to find a resolution to the employee grievance.

3. If a resolution is not reached during the informal grievance meeting, the individual against whom a grievance is filed shall file a written response to the employee grievance within six (6) working days after the conclusion of the informal grievance meeting. Thereafter, the employee may appeal the grievance to the Superintendent or the Superintendent's designee within six (6) working days of the receipt of the written response or within six (6) working days from the date the written response was due if the noncertificated employee received no written response. Within six (6) working days of an appeal, the Superintendent or his or her designee shall provide a written response to the noncertificated employee.
4. If the noncertificated employee is not satisfied with the response of the Superintendent or the designee, or if there is no response by the Superintendent or the designee within the time frame provided, the noncertificated employee may request a review of the grievance by a hearing panel within six (6) working days from receipt of the response from the Superintendent or designee, or six (6) working days from the date the Superintendent or designee last had to respond if the noncertificated employee received no written response.

5. Within ten (10) working days of receipt of an appeal, a panel consisting of three (3) persons; one designated by the Superintendent, one designated by the employee, and one agreed upon by the two (2) appointed members for the purpose of reviewing the appeal. Within ten (10) working days following completion of the review, the panel shall submit its decision in writing to the noncertificated employee, the superintendent, and the Board. The panel's decision shall be the final and conclusive resolution of the grievance unless the Board overturns the panel's decision by resolution at the Board’s next regularly scheduled public meeting.

FILING OTHER COMPLAINTS
An individual with a complaint alleging a violation of this policy should also be aware that they can contact the following state/federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.


4. Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

5. The Wage & Hour Division of the Employment Standards Administration Department of Labor 550 West Fort Street Boise, Idaho 83701 Phone: (208) 384-2873.

NO RETALIATORY ACTION
No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

In compliance with federal regulations, the District will notify annually all students and applicants of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator.

Policy History:

Adopted on: 7/7/14
Revised on: 6/6/16
Non-Discrimination in Employment – Personnel Promotion Procedure

The Board of Trustees, or designee, shall determine all employee promotions and shall generally act on the recommendations of the Superintendent of Schools. Promotions shall be made without regard to race, color, religion, sex, national origin, age, genetic information, veteran status or disability but shall be based on merit, skills and professional qualifications.

Promotions may take the form of an “acting” classification during which time the employee’s ability to fulfill new job responsibilities will be evaluated. When a promotion is formally designated as an “acting classification” and an employee is placed in the role for twenty (20) consecutive work days, then the employee would receive the wage for that position per policy. Acting classification should not exceed one (1) year in duration without Board approval.

Filing Other Complaints

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.


Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

No Retaliatory Action

No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

Policy History:

Adopted on: 7/7/14
Revised on:
Non-Discrimination in Employment – Recruitment of Certificated Employees

Recruitment of certificated employees is the responsibility of the superintendent or designee. In the discharge of this responsibility, the superintendent will make such use of other administrative and supervisory staff members as may be both practical and effective. Recruitment practices will be conducted in a professional and competent manner with utmost regard for the welfare of the school district. Notification of position vacancies will be announced within the school district as well as with teacher education agencies.

It shall be the policy of School District 271 to recruit and select for employment the best qualified applicant for each position without regard to race, color, religion, sex, national origin, age, genetic information, veteran status or disability. Recruitment areas shall be determined by the availability of applicants, the specificity of the job description, and Superintendent's recommendations. The District Human Resource Director shall monitor such procedures to ensure compliance with this policy.

Filing Other Complaints
The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.
4. Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

No Retaliatory Action
No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

All qualified employees shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered.

In-District Applicants
In filling vacancies, equal consideration shall be given to qualified employees already employed by the district. When all other factors are substantially equal, length of time in this School District shall be the deciding factor. In-district applicants not selected shall receive a personal response from the administration.
Professional Personnel Assignment
The Board of Trustees shall appoint and assign each certificated employee to a position in the School District. Generally, the Board will act on the recommendation of the Superintendent which, shall be based on recommendations of the supervisor, and potential for growth. Reassignment may be made at any time during the year via Superintendent's action. Except in the case of extenuating circumstances, a probationary employee shall not be transferred during the probationary period unless it is mutually agreed that a transfer shall be in the probationary employee’s best interest. The Superintendent will notify the Board of all such decisions for Board approval.

Regular Assignments
All employees shall be employed and assigned on the basis of their professional qualifications. Certificated employees shall be assigned in accordance with certification standards as prescribed by the laws of the state of Idaho and the regulations of the State Department of Education for the assignment involved.

New Programs
Any certified employee who is reassigned to teach in a temporarily funded program shall be reassigned to the former position or an equal position for which the teacher is qualified if the temporary program is discontinued. A temporarily funded program shall be any program for which funding is dedicated for less than two school years.


Policy History:
Adopted on: 7/7/14
Revised on: 11/2/15
Coeur d’Alene School District No. 271

PERSONNEL

Orientation and Mentoring

The principal or supervisor to which each employee is assigned shall be responsible for necessary orientation to familiarize the employee with school rules and regulations as well as District policy, rules, and regulations.

The Board of Trustees may establish and provide a support program, approved by the State Department of Education, for certificated employees during their first three (3) years of employment by the District designed to provide greater opportunity for their success. For those individuals employed under category 1, 2, or 3 limited annual contracts, the District may provide support in the areas of administration and supervision, mentoring, peer assistance, and professional development.

Policy History:
Adopted on: 11/2/15
Revised on:
Administrative Leave

The Board hereby delegates to the Superintendent/designee the Board’s authority to place a certificated employee on a period of paid administrative leave or paid suspension if the Superintendent/designee believes that such action is in the best interest of the District.

Should this authority be exercised and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the Board within twenty-one (21) days of taking such action, whether at the next regularly scheduled Board meeting or a special meeting.

At the time the Board is presented with the action they shall either ratify or nullify the act of placing the certificated employee onto a period of paid leave or suspension. The Board may continue the period of administrative leave or suspension at the time the Board takes action.

Legal Reference: I.C. § 33-513 Professional Personnel

Policy History:
Adopted on: 11/2/15
Revised on:
Applicability of Personnel Policies

Except where expressly provided to the contrary, Board policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a collective bargaining agreement and the District’s policy, the law provides that the terms of the collective bargaining agreement shall prevail for the staff covered by that agreement.

When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board shall govern.

Classified employees are employed at will and the District policy manual is not intended to express a term of an employment agreement. The provisions of this policy manual do not create a property right which would modify the District’s right to terminate the employment relationship of classified employees at will.

A certificated employee is any person required to maintain a certificate as a contract professional employee and employed on a contract approved by the State Superintendent of Public Instruction. The certificate must be endorsed for the grade, grades, or subjects the employee is hired to teach unless a provisional certificate is received from the Idaho State Board of Education. Each certificated employee is personally responsible for maintaining and renewing his or her teaching certificate and endorsements.

Legal Reference:  
I.C. § 33-1001(16)  Definitions  
I.C. § 33-1201  Certificate Required  
I.C. § 33-1202  Eligibility Certificate  
I.C. § 33-1204  Validity, Duration, Renewal and Lapse of Certificates  

Policy History:  
Adopted on:  12/7/15  
Revised on:
Negotiated Agreement

The Board shall be bound by the terms of the negotiated agreement mutually agreed upon by the Board and the organization designated to represent the professional employees, defined by Idaho Code 33-1272(1) as the Negotiated Agreement.

In the event a conflict exists between the negotiated agreement and State or federal law, State or federal law will prevail unless a provision exists allowing the negotiated agreement to prevail.

The Board may, without negotiation or reference to any negotiated agreement, take action that may be necessary to carry out its responsibilities due to emergency situations or acts of God.

Legal Reference:  
I.C. § 33-1271 School Districts—Professional Employees—Negotiated Agreements
I.C. § 33-1272 Definitions
I.C. § 33-1273 School Districts—Professional Employees—Negotiations
I.C. § 33-1273A Negotiations in Open Session
I.C. § 33-1274 Appointment of Mediators—Compensation
I.C. § 33-1275 Fact-finders—Appointment—Hearings
I.C. § 33-1276 Intent of Act

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL 5205

Job Descriptions

There shall be written job descriptions for all positions and for all employees of the School District. The job description will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so they may effectively contribute to the goals and purposes for the District. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

Legal Reference:

I.C. § 33-517 Non-Certificated Personnel

Policy History: 12/7/15
Adopted on:
Revised on:
Work Day

Certificated
For purposes of this policy, work day for certificated employees is defined as the minimum time an employee is expected to be on the school’s premises. The Board and administration recognize certificated teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered as part of the work day for the purposes of this policy.

Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the Master Articles approved by the Board of Trustees.

Classified
Work day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor.

Cross Reference: 5810 Compensatory Time and Overtime/Classified Employees

Legal Reference: 29 USC 201 to 219 Fair Labor Standards Act of 1985
29 CFR 516, et seq. FLSA Regulations, Idaho Department of Labor

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

Assignments, Reassignments, Transfers

Promotions
The Board of Trustees or their designee shall consider for action all employee promotions and shall generally act on the recommendations of the Superintendent.

Promotions may take the form of an acting classification during which time the employee’s ability to fulfill new job responsibilities will be evaluated. When a promotion is formally designated as an acting classification and an employee is placed in the role for twenty (20) consecutive work days, the employee may receive the wage for that position per policy. Acting classification should not exceed one (1) year in duration without Board approval.

Classified Staff
The right of assignment, reassignment, and transfer shall remain that of the Board and/or Superintendent. Written notice of a reassignment or involuntary transfer shall be given to the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent.

Instructional Certificated Staff
Conditions pertaining to assignment, reassignments and transfers are found in the Master Articles approved by the Board of Trustees.

Administrative Employees
The Board of Trustees has the right to reassign administrative employees on a contract to nonadministrative positions with appropriate reduction of salary from preexisting salary levels. In the event the Board of Trustees reassigns an administrative employee to a nonadministrative position, the Board will give the employee written notice with a statement of the reasons for the reassignment. The employee, upon written request to the Board, will be entitled to an informal, review per Board policy 5107, of that decision.

For the purposes of this policy, administrative employees are defined as all certificated staff on an administrative contract approved by the State Department of Education including directors, principals, assistant principals, and directors of special education. This definition does not include the Superintendent.

Cross reference: 5107 Certificated Staff Informal Review
6100-6100P Superintendent
6200 District Organization
Legal Reference

I.C. § 33-506 Organization and Government of Board of Trustees
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts

Policy History:
Adopted on: 12/7/15
Revised on: 8/5/19
Coeur d’Alene School District No. 271

PERSONNEL

Professional Staff Development

Staff members shall be given the opportunity to develop and improve their job performance and competencies through staff development opportunities.

The Superintendent/ designee shall develop inservice programs and other training activities for all staff classifications. All staff inservice programs shall be consistent with identified goals and major themes of the School District and with Idaho State Department of Education guidelines.

The Superintendent shall recommend budget allocations for staff development on an annual basis to facilitate the Staff Development plan.

Policy History:
Adopted on: 12/7/15
Revised on:
Accommodating Individuals With Disabilities

Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs, and activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

Individuals with disabilities should notify the Superintendent or building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

The HR Director or 504 Coordinator shall be responsible for overseeing and coordinating ADA compliance. Inquiries regarding compliance with this policy may be directed to the section 504 Program Coordinator or Director of Human Resources at the District Administration Center, 1400 N. Northwood Center Ct., Coeur d’Alene, ID 83814 or phone 208.664.8241.

Cross Reference: 5250 Uniform Grievance Procedure


Policy History:
Adopted on: 12/7/15
Revised on: 6/6/16
Health Examination

The District has a legal obligation to protect the morals, health, and safety of the District’s students and personnel, and in furtherance of such has an obligation to prohibit the presence of and provide for the removal of individuals whose presence is detrimental to the morals, health, safety, academic/learning environment, or discipline of pupils.

Should a situation arise where the Superintendent/designee has reasonable and articulable grounds to believe that any school employee, certificated or non-certificated, is suffering from a physical or mental illness and that such illness:

1. Prevents or impairs the ability of the employee to perform his or her duties; or
2. Poses a risk and/or is detrimental to the health, welfare, or safety of students; or
3. Poses a risk and/or is detrimental to the health, welfare, or safety of other employees; or
4. Falls within the requirements of Section 33-1202(3), Idaho Code, for certificate holders to be free from contagious diseases that may pose a health or safety risk to students or other employees;

The Superintendent/designee may require the employee to secure a physical or mental examination and obtain a written medical certificate clearing the employee for work to be submitted to the Superintendent and may put such employee on a period of paid leave, pursuant to District and State statutory leave requirements, until such time as the examination and clearance to return to work has been obtained. Should such a request be made:

1. The requested examination shall be at the cost of the District;
2. The information obtained by the District as a result of the examination shall remain confidential and disclosed only to employees in a position to require knowledge; and
3. The employee shall not suffer any loss of compensation during the period of absence associated with the requested examination.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1202 Eligibility for Certificate

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL 5240

Sexual Harassment/Sexual Intimidation in the Workplace

It is the policy of the Coeur d’Alene School District to provide a workplace that is free from sexual harassment. Sexual harassment is a form of sex discrimination and is against the law and will not be tolerated. When the District determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

It is also unlawful, and the District will not condone, retaliation against an individual for reporting sexual harassment or assisting an individual who is reasonably believed to have been subjected to sexual harassment.

Inquiries regarding compliance with this policy may be directed to the Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d’Alene, Idaho 83814-2472, (208) 664-8241.

Complaints

Any person that believes they have been discriminated against in violation of this policy may file a Civil Rights Grievance as outlined in the associated procedure.

No Retaliatory Action

No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

The District will take appropriate steps to make all employees aware of the contents of this policy by placing policy in the employee handbook and on the district website.

The district may require electronic safe schools video training, or other such similar training, on an annual basis for all staff.

Cross Reference: 5250 Uniform Grievance Procedure

Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R. § 1604.11
I.C. § 67-5909 Acts Prohibited
Elison v. Brandy, 924 F.2d 872 (9th Cir. 1991)
Policy History:

Adopted on: 7/7/14
Revised on: 12/7/15, 6/6/16
Sexual Harassment/Sexual Intimidation Procedure

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (including but not limited to unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity and spreading of sexual rumors when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. Such an environment can be created by continued and pervasive activity that is humiliating, embarrassing or discomforting.

Any complaints alleging sexual harassment shall be handled in a timely fashion in accordance with the following procedures:

I. Informal Complaints: The intent of informal complaints is to stop the behavior and should not be used for repeated or serious offenses. The informal complaint procedure shall not be used with Quid Pro Quo (something given or withheld in exchange for something else). Quid Pro Quo must be taken to the formal complaint procedure.

A. Persons who believe they have been sexually harassed should communicate that to the perceived offender as soon as possible. However, sexual harassment is a sensitive subject upon which few will want to directly confront the perceived offender and, therefore, the affected person may file a verbal informal complaint to a supervisor, administrator, or the Title IX Coordinator.

If an employee so chooses, he/she may bypass the district procedure entirely and file a discrimination claim directly with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC);

B. The Supervisor/Administrator will take immediate steps to discuss the matter with the accused. The accused will be informed of the alleged actions that have been construed as sexual harassment. The accused will be informed that the behavior as alleged, will not be tolerated and if the behavior occurs again, there will be a formal complaint filed and disciplinary action will occur which could include suspension, suspension without pay, or dismissal.
C. The Supervisor/Administrator will communicate to the accuser the nature of the discussion with the accused. The Supervisor/Administrator, as deemed necessary, will check back with the accuser for feedback regarding the concerns of the accuser, as deemed expedient by the Supervisor/Administrator.

D. Both the accuser and the accused shall be directed by their immediate Supervisor/Administrator not to discuss the matter with other co-workers or persons. The Supervisor/Administrator shall advise both parties that retaliatory actions will not be tolerated and will be treated as misconduct with appropriate disciplinary action which could include dismissal.

E. If the action occurs again, the accuser or Supervisor/Administrator shall send a written complaint to the Superintendent as a formal complaint.

F. If there appears to be no foundation to the allegation the Supervisor/Administrator shall advise both parties of the nature and extent of the Sexual Harassment Policy. Bad faith allegations of the use of this Policy may result in disciplinary action against the accuser.

II. Formal Complaint: The formal complaint procedure is used to determine if sexual harassment has occurred, the culpability of the alleged offender, and appropriate sanctions or remedies. General charges of sexual harassment are written by the complainant, the District, or a third party. The formal complaint procedure is invoked when the behavior is serious or repeated and not amenable to informal procedures.

A. Applicants for employment and service recipients may file harassment/discrimination charges in letter form with the designated agency official or may file with the Idaho Human Rights Commission and/or EEOC.

B. When a formal complaint of harassment is made against any employee, the Superintendent, or designee, will take immediate steps to:

1. Obtain a statement of grievance from the complainant regarding the times, dates, places, witnesses, and circumstances surrounding the allegations;

2. Discuss the matter with the accused;

3. Obtain statements of witnesses or possible witnesses, if any;

4. Advise all persons involved not to undertake any retaliatory actions;

5. Take action as provided in section D to warn or reprimand the accused (Superintendent only); and
6. Prepare a report of the investigation and, if the allegations are deemed credible and sufficiently severe, submit the report to the School Board in Executive Session for disciplinary proceedings.

C. Action and Resolution

Based on the report, the Superintendent shall take immediate and appropriate corrective action. The Superintendent may warn or reprimand the accused (which warning or reprimand shall be placed in the accused's personnel file) or may refer the matter to the Board of Trustees for further action as provided in Section 2 below.

In determining whether conduct constitutes sexual harassment or another form of harassment, the School Board will look at the record as a whole and at the totality of the circumstances, such as the nature of the alleged action and the context in which they occurred. The determination of the legality of a particular action will be made from the facts, on a case by case basis.

1. If there appears to be no foundation to the allegation:

   A. No record shall be made of the allegation in either the accused's or accuser's personnel records;

   B. A reiteration of the policy against sexual harassment may be appropriate; and,

   C. Bad faith allegations or use of this policy for unintended purposes may result in disciplinary action against the accuser.

2. If it appears there is a reasonable basis for the allegation, that is, the acts complained of more probably than not were committed, disciplinary action against the offending employee may be undertaken.

   Such disciplinary action may include, but is not limited to, warnings, reprimands, demotion, suspension (with or without pay), or dismissal.

Record of Allegations

This District will keep and maintain a written record, including, but not limited to, witness statements, investigative reports and correspondence, from the date any allegation of sexual harassment is reported to the district personnel. The information in the written record will also include the action taken by the District in response to each allegation. The written record will be kept in the district’s administrative offices and will not, at any time, be purged by district personnel.
Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications. In addition, all persons involved are prohibited from discussing the matter with coworkers and/or other persons not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Procedure History:
Promulgated on: 3/3/14
Revised on: 12/7/15, 6/6/16
REPORT OF HARASSMENT

This report is to be completed when a sexual harassment complaint is filed. The report may be completed by staff or students, as appropriate to the occurrence.

Name of School/Location ____________________ Date/Time of Occurrence ____________

Filing Date ____________ Person Filing Report ____________ Phone ______________

Description of Occurrence or Incident:
________________________________________________________________________

Comments/Recommendations: _________________________________________________
________________________________________________________________________
________________________________________________________________________

Injury/Damage Information:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Accused _____________________ Address ________________________________

Phone # _____________________ Gender____ Age_____
Action Taken by School/Program/District:

__________________________________________________________________________

Names/Address/Phone of any witness:

__________________________________________________________________________

Follow Up Inquiry: __________________________________________________________________________

Rev. 3/3/14
Certificated Staff Grievances

It is the Board’s desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board’s desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

Grievance Process

The process of certificated grievances is found in the Master Articles approved by the Board of Trustees.

Policy History:
Adopted on: 12/7/15
Revised on:
Abused and Neglected Child Reporting

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned or neglected, or who observed the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect, shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare.

The failure of any District employee to report abuse, abandonment or neglect is a misdemeanor and may result in employee discipline up to and including termination.

Legal Reference:
I.C. § 16-1602 Definitions
I.C. § 16-1605 Reporting of Abuse, Abandonment or Neglect
I.C. § 16-1606 Immunity
I.C. § 16-1607 Reporting in Bad Faith-Civil Damages
I.C. § 16-1619 Adjudicatory Hearing—Conduct of Hearing—Consolidation
I.C. § 16-1620 Finding of Aggravated Circumstances—Permanency Plan—Hearing

Idaho Attorney General’s Opinion 93-2

Policy History:
Adopted on: 12/7/15
Revised on: 2/4/19
Abused and Neglected Child Reporting

DEFINITIONS:

**Abused:**
Any case in which the child has been the victim of: (1) conduct or omission resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling, failure to thrive, or death, and such condition or death is not justifiably explained, or where the history given concerning such condition or death is at variance with the degree or type of such condition or death, or the circumstances indicate that such condition or death may not be the product of an accidental occurrence; or (2) sexual conduct, including rape, molestation, incest, prostitution, obscene or pornographic photography, filming or depiction for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child’s health or welfare or mental injury to the child.

**Abandoned:**
The failure of the parent to maintain a normal parental relationship with the child, including but not limited to reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one (1) year will constitute prima facie evidence of abandonment.

**Neglected:**
A child who is without proper parental care or control, or subsistence, or education, or medical or other care or control necessary for his or her well-being because of the conduct or omission of the parents, guardian or other custodian or their neglect or refusal to provide them; however, no child whose parent or guardian chooses for such child treatment by prayers through spiritual means alone in lieu of medical treatment will be deemed for that reason alone to be neglected or to lack parental care necessary for his or her health and well-being.

PROCEDURE FOR REPORTING
1. Any school district employee or volunteer must report or cause to be reported any suspected child abuse, abandonment or neglect.

2. Immediately upon learning of information which triggers the mandatory reporting outlined by Idaho Code 16-1605 and the associated Policy 5260, the reporting party shall inform the building principal or, if no building principal is available, the director of elementary education or the director of secondary education or designee, of the reporting event.

3. The reporting party must also report, or cause to be reported, no later than 24 hours after learning of the information which triggers the mandatory reporting, the Department of Health and Welfare (DHW) or local law enforcement. When making this report the reporting party...
must record the name of the person to whom the report was made, the reporting agency (DHW or law enforcement), the date that the report was made and the initials of the alleged victim. This information will be maintained only for purpose of demonstrating compliance with Idaho’s mandatory reporting statues and will not be used for any educational purposes.

INVESTIGATION

Because of the specialized training that may be necessary to conduct an investigation of alleged child abuse, abandonment or neglect, any formal investigations of the matter will be conducted by the Idaho Department of Health and Welfare or the local law enforcement agency. All District employees and volunteers will cooperate with these organizations in their investigatory capacities.

REPORTING IMMUNITY

All reporting parties participating in good faith have the criminal and civil immunity as outlined in Idaho Code 16-1606. Any person who reports in bad faith or with malice will not be protected and may be subject to statutory and/or civil damages as allowed by law. Any privilege between husband and wife, or between any professional person, except the lawyer-client privilege, including, but not limited to, physicians, counselors, hospitals, clinics, day care centers, and schools and their clients, shall not be grounds for excluding evidence in any proceedings regarding the abuse, abandonment or neglect of the child or the cause thereof.

FAILURE TO REPORT:

Any District employee that fails to comply with these reporting requirements may be subject to disciplinary action up to and including termination. Any District volunteer that fails to comply with these procedures may be prohibited from engaging in further volunteering with the District.

Policy History:
Promulgated on: 12/7/15
Revised on: 2/4/19
Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

Policy Distribution

The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

Cross Reference: 3295-3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing
3330 Student Discipline
3340 Corrective Actions

Legal References: I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment – Intimidation – Bullying
I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on: 12-7-15
Revised on:
Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

Intervention

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying.

Intervention shall be designed to:

a. Correct the problem behavior;
b. Prevent another occurrence of the problem;
c. Protect and provide support for the victim of the act; and
d. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Professional Development

The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.

The content of ongoing professional development for District employees shall include, but is not limited to:

a. School philosophy regarding school climate and student behavior expectations;
b. Definitions of harassment, intimidation, and bullying with specific examples;
c. School prevention strategies or programs including the identification of materials to be distributed annually to students and parents;
d. Expectations and examples of staff intervention to harassment, intimidation, and bullying; and
e. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

Student Discipline

When disciplinary action is necessary for students engaging in harassment, intimidation and bullying, employees shall follow relevant District policies 3330 and 3340.

Reporting

Any District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school
official in accordance with District policy and procedure 3295 and 3295P.

Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.

The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office and reported as required by the State Department of Education.

**Policy History:**
Promulgated on: 12/7/15
Revised on:
Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business and are required to comply and conform to the Idaho law and the Code of Ethics of the Idaho Teaching Profession.

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee’s District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Personnel Conflict of Interest

It is not uncommon for a District to employ people who are related to one another or romantically involved with one another. However, it is inappropriate for one family member or romantic partner to have direct influence over the other’s conditions of employment (i.e., salary, hours worked, shifts, evaluation, etc.).

For the purpose of this policy, family member or romantic partners are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

In any case, when employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor. If one family member or romantic partner has influence over another family member or romantic partner's conditions of employment, the following should occur:

1. In collaboration with the supervisor, the involved employees will be provided 30 days to make a decision regarding a change. Options include, but are not limited to:

   A. One employee applying to transfer to another area; or,

   B. Revising the reporting structure in the department so that one employee no longer has direct influence over the other employee’s conditions of employment; or

2. If a decision is not reached by the end of the thirty-day period, the department head, or next level of administrator, will resolve the situation.
Nothing in this policy shall require the Superintendent or Board, in the case when the conflict of interest directly relates to the Superintendent, to transfer an employee to a different position in an effort to avoid a conflict of interest if doing so would not be in the best interest of the District.

Gifts, Purchases, and Obligations

District employees who have discretionary responsibilities regarding contracts, purchases, payments, claims or other pecuniary transactions may not solicit, accept, or agree to accept any pecuniary benefits from any person or firm known to be interested in such transactions. This policy does not apply to trivial benefits not to exceed the value of fifty dollars ($50) incidental to personal, professional, or business contacts and involving no substantial risk of undermining official impartiality.

No employee will receive gifts, prizes, awards or merchandise, or commission as a result of ordering any items secured as a result of placing any purchase order with a vendor on behalf of the District.

No employee will make any purchase or incur any obligations for or on behalf of the District from any private business or vendor in which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this District has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, or the vendor will seek, in writing, from the Superintendent, a clarification of this policy stating the transaction at issue. The employee’s exact relationship to the business or vendor will be identified and disclosed fully in writing.

2. Upon written clarification from the Superintendent, which will include written specifications to be followed in advertising for bids, the affected business or vendor may submit a bid in compliance with the specifications outlined by the District.

3. The interested employee will not be involved in any part of the bidding process, including, but not limited to, preparing specifications, advertising, analyzing, or accepting bids.

4. It will be the duty of each employee, to the best of his or her knowledge and belief to disclose in writing to the Superintendent his or her financial or ownership interest in any business or other purchase arrangement with the District.

This policy will apply to any organization, fund, agency, or other activity maintained or operated by the District.
Confidentiality

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee’s duties and use information gained in a responsible manner. Discretion should be employed even within the school system’s own network of communication.

District employees who are contacted by the media should direct such inquiries to the Superintendent or to The Director of Communications.

Other Issues

The Board establishes that employees cannot be assigned to positions that are under the direct supervision of spouses or relatives.

Legal Reference:  
I.C. § 18-1251 et seq. Bribery and Corrupt Practices—Definitions  
I.C. § 33-1208 Revocation, Suspension or Denial of Certificate—Grounds  
I.C. § 74-401 Ethics in Government  
Code of Ethics of the Idaho Teaching Profession

Policy History:  
Adopted on:  12/7/15  
Revised on:  8/6/18
Report of Criminal Offense

Any employee of the District who is arrested, charged, or indicted on any criminal offense, whether misdemeanor or felony, and regardless of the jurisdiction, is required to immediately report the same to their supervisor or his or her designee. The report must occur within twenty-four (24) hours of such arrest, charge, or indictment, unless the employee is unable to do so, in which instance, the employee must report the incident as soon as practicable.

The employee is not required to report minor traffic infractions that are not classified as a misdemeanor or felony.

The employee is required to report to the supervisor or designee the final disposition of the criminal matter—whether the employee was acquitted, convicted of the charge, or entered into a plea agreement. Such report must occur within one (1) business day of an order being issued, unless the employee is unable to do so, in which instance, the employee must report the disposition as soon as practicable.

Any employee who fails to report an arrest, charge, or indictment; or fails to report the final disposition thereof; may be subject to disciplinary action up to and including dismissal.

Depending on the nature of the criminal offense, the District may take action relative to the individual’s employment status, up to and including dismissal.

If an employee has a protection order served against him or her, the employee shall follow the same reporting requirements as outlined above.

Legal Reference: I.C. § 33-512 Governance of Schools

Policy History:
Adopted on: 12/7/15
Revised on:
Professional Standards Commission (PSC) Code of Ethics

It is the policy of this District that all certificated employees shall be bound by the Code of Ethics of the Idaho Teaching Profession, as set forth in the Idaho Department of Education Professional School Personnel Certification Standards.

The administrator/supervisor to whom each certified employee is assigned shall be responsible for that employee's supervision and evaluation. The evaluation shall observe Board of Trustee policies and administrative guidelines when making employee evaluations.

*NOTE: The Code of Ethics of the Idaho Teaching Profession has been adopted by the State Board of Education and sets forth the minimum ethical responsibilities for educators. The school district may supplement the Code of Ethics but may not, in any way, diminish the educator’s responsibilities under the State Board of Education Code of Ethics.

Legal Reference:  I.D.A.P.A. 08.02.02.001 Title and Scope
I.D.A.P.A. 08.02.02.076 Code of Ethics for Idaho Professional Educators
I.D.A.P.A. 08.02.02.077 Definitions for Use with the Code of Ethics for Idaho Professional Educators
I.C. § 33-513 Professional Personnel
I.C. § 33-1208 Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate—Grounds
I.C. § 33-1208A Reporting Requirements and Immunity
I.C. § 33-1209 Proceedings to Revoke, Suspend, Deny or Place Reasonable Conditions on a Certificate—Letters of Reprimand—Complaint—Subpoena Power—Hearing

Policy History:
Adopted on: 4/21/2003
Revised on: 12/7/15
Solicitations by Staff Members

Political or business solicitations by staff members and of staff members on school premises during school hours is prohibited unless the solicitation has been approved by the Superintendent’s office in writing three (3) days in advance of the activity. Teachers may not organize students for such purposes without the approval of the Superintendent.

Superintendent-approved solicitations may only occur in non-instructional areas of the building and will be announced by the building administration.

Solicitations of Staff Members

No non-school organization may solicit funds from employees or distribute flyers related to fund drives through the schools without the approval of the Superintendent.

Policy History:
Adopted on: 12/7/15
Revised on:
Political Activity - Staff Participation

The Board recognizes its individual employees’ rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, or advocate for or against a political candidate or ballot measure, provided that the staff member does not campaign on school property, during working hours, or at any time while the employee is acting as an agent for the District, and provided all other legal requirements are met. “Ballot measure” includes, but is not limited to, bond or levy elections.

No person may attempt to coerce, command, or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

The District shall not restrict constitutionally protected political speech of employees during non-instructional times in non-student contact settings, such as during duty-free periods in faculty break rooms and lounges during the school day or during afterschool events. Nothing in this section is intended to restrict the right of a District employee to express his or her personal constitutionally protected political views.

No District employee may use public facilities, equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations, or ballot issues.

No District employee may work on election, political campaigns or ballot issues, or issues dealing with private or charitable organizations or foundations during the work day. Nothing herein precludes an employee from taking an available appropriate leave day for such activity, so long as such activity follows this policy. District employees engaging in community and political activities shall make it clear that their utterances and actions are theirs as individuals and that they in no manner represent the views of the school system.

Recognizing that involvement in civic activities is in keeping with the ideals of the democratic process of government, the Board hereby approves the following policy for certificated personnel who are elected to public office:

1. District personnel who decide to seek elective office shall notify, in writing, the Superintendent of the decision;
2. If elected, the certificated employee may be granted special non-professional leave necessary without pay to carry out the obligations of the office.
Legal Reference: 5 USC 7321, et seq. Hatch Act
Idaho Constitution Article III, Section 1
I.C. § 33-506(1)
I.C. § 74-604 Public Integrity in Elections Act
Idaho Attorney General Opinion No. 95-07

Policy History:
Adopted on: 12/7/15
Revised on: 1/7/19
Professional Employee Representation for Purposes of Negotiations

In accordance with the applicable provisions of the Idaho Code, in order for the District to engage in negotiations with an authorized Local Education Organization, upon Board request, the organization shall be required to demonstrate to the District that it has been duly chosen and selected by fifty percent (50%) plus one (1) of the professional employees of the District, excluding administrative personnel, as their representative organization for negotiations.

If representative status of fifty percent (50%) plus one (1) has been obtained in accordance with Procedure 5295 Negotiations Procedure, the parties then may initiate the negotiation process with the Local Education Organization for the purpose of negotiations. If such representative status has not been met due to failure to meet the statutory required levels, negotiations shall not commence.

If no new organization seeks to obtain representative status for the purpose of negotiations and to be deemed the local education organization, in due course the District’s Board may establish compensation and benefits and other working conditions as it deems appropriate.

Legal Reference:  
- I.C. § 33-1271 School Districts – Professional Employees – Negotiation Agreements
- I.C. § 33-1272 Definitions
- I.C. § 44-2001 Declaration of Public Policy
- I.C. § 44-2004 Voluntary Deductions Protected
- I.C. § 44-2006 Coercion and Intimidation Prohibited
- IDAPA 08.02.02.076 Code of Ethics for Professional Educators

Policy History:
Adopted on: 12/7/15
Revised on:
Tobacco/Nicotine Free Policy

The State Board of Education of the State of Idaho has declared by Resolution that smoking is prohibited in all buildings and all property owned, operated, leased or used by school districts. The District maintains tobacco/nicotine free buildings and grounds. Use of tobacco/nicotine will not be allowed in any buildings or grounds, or on any school property, buses, vans, or vehicles that are owned, operated, leased, used, or controlled by the District. Nor will employees be allowed to use tobacco/nicotine while on duty. New employees of the District will be hired with the understanding that they will be directed not to use tobacco/nicotine in school buildings or grounds or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Limitations or prohibitions on tobacco/nicotine use are applicable to all hours.

“No Smoking” signs shall be displayed in all buildings and on all property owned, leased, or used by the District, and upon request in an area nearby.

Definition

For the purposes of this policy, tobacco/nicotine use shall be defined as the use of a cigarette, cigar, pipe, smokeless tobacco/nicotine in any form, other matter or substance which contains tobacco/nicotine, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices. Smoking and the use of all tobacco/nicotine products shall also include but not limited to the actual inhaling or exhaling of particulate and gaseous matter as a byproduct of tobacco/nicotine or tobacco/nicotine related products, or other substance which may be used in a similar manner to the consumption of tobacco/nicotine by combustion.

Legal Reference: I.C. § 39-5501 et seq. Clean Indoor Air Act
State Department of Education Resolution

Policy History:
Adopted on: 12/7/15
Revised on: 11/4/19
Coeur d’Alene School District No. 271

PERSONNEL

Drug- and Alcohol-Free Workplace

Purpose

The Coeur d’Alene School District is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public.

The use of alcohol and illegal drugs, and the misuse of prescription drugs is unacceptable. All District workplaces are hereby declared to be drug- and alcohol-free workplaces. A copy of this policy will be provided to each employee on an annual basis with materials describing the dangers of drug use in the workplace and information on any drug counseling, rehabilitation, or employee assistance programs available.

All employees are prohibited from:

1. Unlawful manufacturing, dispensing, distributing, possessing, being under the influence of a controlled substance, or using illegal drugs or drug paraphernalia, while on District premises, while performing work for the District, or in attendance at District-approved or school-related functions;

2. Distributing, manufacturing, selling, consuming, using, possessing, or being under any degree of intoxication or smelling of alcohol while on District premises, while performing work for the District, or in attendance at school-approved or school-related functions; and

3. Taking prescription drugs above the level recommended by the prescribing physician and using prescribed drugs for purposes other than those for which they are intended. In addition, employees will not distribute a prescribed drug to another employee or student.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and

2. Notify his or her immediate supervisor in writing of his or her conviction under any criminal drug statute including but not limited to the use of controlled substances, alcohol, prescription drugs, or over-the-counter drugs for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.
Cross Reference: 5830 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
5830P1 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
5830P2 Specimen Collection Procedure

Legal Reference: Drug Free Workplace Act of 1988
I.C. § 33-513 Professional Personnel
I.C. § 33-701 Fiscal Year—Payment and Accounting of Funds
I.C. § 33-1208 Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate—Grounds
I.C. 72-1701 through 72-1716
State Board of Education Resolution, 3/18/1994
Black’s Law Dictionary 1369, 5th ed. 1979

Policy History:
Adopted on: 12/7/15
Revised on:
Drug- and Alcohol-Free Workplace Procedures

In keeping with the District's commitment to provide a drug-free workplace for its employees, the District will require an employee to be tested for the use of alcohol or drugs if an employee's physical appearance or pattern of behavior give District officials specific reason to believe that the employee may be under the influence of alcohol or drugs and, therefore, may endanger their own well-being, the safety of fellow workers, the general public, or property. This specific reason must be in writing from the Supervisor within 24 hours. If a violation has taken place, disciplinary action against the offending employee will follow. Appropriate action may include termination of employment.

The basis of suspicion indicating drug or alcohol impairment may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. In any event, a written allegation will be made no later than 24 hours and filed at the Central Administration Building. If the suspicion is substantiated, all pertinent documentation will be placed in his/her personnel file. The District will make arrangements to insure that all workers who are requested to take a reasonable cause test will be transported to a collection clinic to take a drug or alcohol test.

Decisions associated with retention of an offending employee shall include satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. The employee may be placed on probation and required to take one or more drug tests upon the supervisor’s request. Failure to immediately comply with the supervisor’s request is grounds for immediate termination.

Employees will not be terminated from employment for voluntarily seeking assistance for a substance abuse problem; however, continued performance, attendance, or behavioral problems may result in termination. The employee may be placed on probation and required to take drug tests upon the supervisor’s request. Failure to immediately comply with the supervisor’s request is grounds for immediate termination.

Any employee who is made aware of or suspects a prohibited incident is taking place has a responsibility to report the matter to the supervisor. The matter will not be discussed with co-workers or persons not directly responsible for investigating the incident.

DEFINITIONS

**Illegal Drug Use:** The use, possession or distribution of illegal drugs, or the abusive use of other drugs, or the use or being under the influence of alcohol on any school premises or at any school activity when students are present.

**Illegal Drugs:** Any controlled substances defined by Idaho Code Section 37-2701 et. seq., or any other substance which is used to alter or change the mood of an individual, or anabolic steroids. An illegal drug does not include over the counter drugs or prescriptions for the person in possession of the drug when prescribed by the person’s doctor or dentist.
Under the Influence: This definition covers not only all well-known and easily recognized conditions and degrees of intoxication but any abnormal mental or physical condition which is the result of indulging to any degree in alcohol or illegal drugs, and which tends to deprive one of that clearness of intellect and control of himself or herself which he or she would otherwise possess.

Alcohol: Any alcoholic beverage as defined by Idaho Code Sections 49-102(9).

Unlawful Alcohol Use: Being under the influence, using, possession or distribution of alcohol on any school premises or at any school activity when students are present.

Violations: The commission of an act of illegal drug use or unlawful alcohol use by an employee.

DISCIPLINARY ACTION

1. Any certificated or non-certificated employee who violates the terms of the District’s drug and alcohol policy may be discharged, and not re-employed, and/or may be placed on probation at the discretion of the Board.

2. Procedures set forth in Idaho Code Section 33-513 (certificated personnel) and Section 33-517 (non-certificated personnel) will be followed. All employees must notify their supervisors in writing of any conviction under any criminal drug/alcohol statute within five (5) calendar days after such conviction.

3. Notwithstanding the above paragraph, a district bus driver will be suspended from all duties pending investigation when reasonable suspicion exists that the driver may be under the influence of illegal drugs or alcohol. If a bus driver is found to have violated this policy, he or she will be immediately terminated from district employment and the incident will be reported to the State Department of Education. A recommendation for license revocation will be made to the Idaho Department of Transportation.

4. If reasonable suspicion exists that federal, state or local laws have been violated the district will notify the appropriate law enforcement agencies.

Procedure History:
Promulgated on: 12/7/15
Revised on: 6/6/16
Drugs and Alcohol Abuse Testing Program and Procedures

School District 271 has an obligation to its drivers, as well as to its pupils, patrons, and the public at large, to establish a work environment free from the influence of drugs and alcohol. In addition to the Drug Free Work Place policy adopted by the Board of Trustees, it is the Board's desire to implement a very specific policy as it relates to those who are involved in the transportation of students and/or (as the case may be) patrons of the District.

As required by the Department of Transportation, the District is implementing a drug testing policy as relates to school bus drivers and mechanics, together with a drug and alcohol testing component to ensure its drivers are free from the effects of drugs and alcohol while at work or on District business. This is consistent with regulations recently enacted by both state and federal agencies requiring drug testing for commercial vehicle drivers as well as federal regulations requiring a drug free work place for all businesses contracting with the federal government.

Possession, Use, or Distribution of Illegal Drugs or Alcohol

The possession, use, purchase, or distribution of illegal drugs (meaning those drugs for which there is no medically accepted use, i.e. marijuana, cocaine, or prescription drugs not prescribed to the user, drug paraphernalia, or alcohol) by an employee in a District vehicle, at a job site, on District property, or during work hours is strictly prohibited. Substantiated evidence that an employee has violated this prohibition may result in the employee being terminated from employment with the District.

An employee's off the job illegal use, manufacture, purchase, possession, or distribution of illegal drugs or drug paraphernalia will result in the employee immediately being suspended without pay. If that employee is later convicted of an offense involving illegal drugs they may be terminated from employment with the District.

1. Prescription Medication - All drivers are required to notify their supervisor or appropriate District manager when they use a Schedule I through V drug as listed in 21 CFR Part 1308.11-15.

An employee may be allowed to work while using such prescription medication when the drug is prescribed by a licensed medical practitioner who is familiar with the employee's medical history and assigned duties and who has determined the employee's ability to safely perform his/her job. Verification of these facts must be attested to by the physician involved and submitted to the District in writing.

2. Self-Referral - All drivers of the District who may consider themselves drug or alcohol dependent and who voluntarily identify themselves as such will be encouraged to seek treatment with the assistance of a substance abuse counselor. Drivers shall be suspended from driving immediately upon notification to the District. The District will provide informational assistance in locating professional counseling to any employee who requests it.
Drivers who undergo drug or alcohol rehabilitation will be expected to do so at their own expense, (other than those expenses covered by the District insurance program), on their own time, or during a non-paid leave of absence approved by the District prior to the employee beginning rehabilitation.

Drivers who undergo drug or alcohol rehabilitation but fail to provide notification to his/her supervisor shall be terminated immediately. Arrangements may be made to allow an employee to use accrued vacation or sick leave during any such leave of absence. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug result.

Drivers who demonstrate successful progress or completion of a recommended course of treatment may return to work after taking and passing a drug and/or alcohol test at their expense. Any such employee returning to work after treatment will be expected to comply with all aspects of this drug testing policy.

3. Drug or Alcohol Testing Required of Prospective or Present Drivers - All drivers will be tested prior to employment. Thereafter drivers will be tested in one of the following cases: Pre-Employment, Reasonable Cause, Random, and/or Post Accident.

A. **Pre-Employment Testing:** All applicants which the District intends to offer employment will be required to submit to drug and/or alcohol testing as a part of the application process prior to their being offered employment by the District. These tests will be at the expense of the district.

B. **Reasonable Cause Testing:** The District will require an employee to be tested for the use of alcohol or drugs if an employee's physical appearance or pattern of behavior give District officials specific reason to believe that the employee may be under the influence of alcohol or drugs and, therefore, may endanger his/her own well-being, the safety of fellow drivers, or the general public. This specific reason must be in writing from the Supervisor within 24 hours.

The basis of suspicion indicating drug or alcohol impairment may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. Regardless, a written response will be made no later than 24 hours after the verbal notification and will be placed in the employees personnel file. The District will make arrangements to insure that all drivers who are requested to take reasonable cause tests will be transported to a collection clinic to take the appropriate test.

C. **Random Testing:** All drivers are subject to random testing. A random test is a test that is unannounced and in which every employee has an equal chance of being selected for testing at any given time. The random selection method used by the District will be determined in consultation with an approved drug testing service and will be conducted in a manner that insures that the random testing will be spread throughout the work session.

D. **Post-Accident Testing:** Any employee who is involved in a work related accident (as defined below) will be tested for the use of illegal drugs and alcohol as soon as possible after the accident, no later than 2 hours if possible.
and no later than 8 hours regardless of circumstances for alcohol and no later
than 32 hours for drugs under 49 CFR 382.303(d).

Accidents which require an employee to take drug and alcohol tests are
those that involve an employee and result in:

I. The death of a person; or
II. A moving traffic violation and

i. Bodily injury to another person who requires medical treatment
away from the scene of the accident; or
ii. Damage to at least one vehicle requiring the vehicle to be
transported away from the scene by a tow truck or other motor
vehicle.

An employee who is seriously injured and cannot provide a specimen for testing
will be required to authorize the release of relevant hospital reports or other
documentation that would indicate whether drugs or alcohol were detected in
his/her system at the time of the accident.

Drivers who are involved in work related accidents requiring medical attention
are to inform their supervisor of the accident as soon as possible so that any
needed drug or alcohol tests may be promptly conducted in conjunction with
their medical treatment.

4. **Specimen Collection Procedure** - When a prospective or present employee is
notified that they are to submit to drug or alcohol testing, they will be given instructions
regarding where to report for testing. All specimen collections will be conducted by
personnel that have been properly instructed and will be done according to approved
collection procedures.

5. **Adulteration or Submission of Concealed Specimen** - If, during the collection
procedure, the collection monitor detects an effort by a donor to adulterate or substitute a
specimen, a second specimen will be requested. If a second specimen is provided, both
will be tested. If the request for a second specimen is refused, the monitor will convey
to the District the donor's refusal to submit to a true specimen. Such substantiated
conduct will be considered equivalent to testing positive and will result in either a
prospective employee not being offered employment or a present employee being
terminated from further employment with the District.

6. **Drug Testing and Confirmation** - All specimens will be tested for the presence
of illegal drugs. When an employee is tested for the presence of alcohol the testing level
will be the equivalent of 0.02 BAC. The District reserves the right to test an employee
for the presence of other drugs that it has reason to believe the employee may be abusing.

All testing will be conducted by a laboratory that has been properly certified by the
Federal Agency of Health & Human Services. Any specimen that screens positive for the
presence of illegal drugs will be confirmed by an alternate confirmation method. Any
employee who tests positive for drugs may request the same specimen be retested at the
driver’s expense. This must be requested in writing within 48 hours of the employee being notified of the positive test result.

Any employee who tests positive for alcohol will automatically be retested within a 15 minute time lapse.

7. **Refusal** - Any employee who refuses to be tested, or fails to release or provide information as directed under the provisions of this policy, will be terminated from further employment with the District.

8. **Notification of Test Results** - All results received from the laboratory will be forwarded through the office of an approved drug testing service to the District. In the event a specimen tests positive and is confirmed by the Medical Review Officer, the District will be notified of the employee's identity and drug(s) involved. Test results will be reported only to those individuals authorized by the District to receive them.

Prospective and present drivers who are currently using prescription medication will have an opportunity to make this fact known at the time that their specimen is collected. Any prospective or present employee who is taking a prescription medication that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this information is verified, the employee's test results will be reported as negative.

The District may afford an employee an opportunity to discuss a positive test result with the approved drug testing service prior to taking disciplinary action. If necessary, the approved drug testing service will consult with a medical professional and will follow up on such information as is deemed necessary. If, after consideration of the matter, the staff at an approved drug testing service finds no reason to doubt the validity of the positive test result, they will then report that finding to the District for disciplinary action.

The approved drug testing service will communicate a positive result directly to the District if the employee expressly declines the opportunity to discuss the results of the test or fails to contact the approved drug testing service within 24 hours after being instructed to do so.

9. **Effect of Testing Positive** - Any prospective employee who tests positive for the presence of illegal drugs will not be offered employment with the District. Any present employee who tests positive for the presence of drugs or alcohol may be terminated from employment with the District.

This policy shall be construed in accordance with other policies in existence or which may hereafter be adopted regarding termination of classified personnel in the event termination is necessary under this Policy. An employee dismissed under the terms of this Policy shall be afforded due process rights as otherwise in accordance by law and School District 271 policies.

The terms of this Drug Testing policy are intended to achieve a work environment where drivers are free from the effects of drugs and/or alcohol. Drivers should be aware that the provisions of this policy may be revised when necessary and that they will be notified of any such changes. It should also be understood that the District's efforts to maintain a drug and alcohol free workplace are not limited to the terms of this policy. The District will take appropriate measures under the circumstances to detect and eliminate drug and alcohol abuse.
Post-Accident Testing
Drivers while on school business or operating a school vehicle involved in a motor vehicle accident which involves either a fatality or the issuance of a citation for a moving violation to the District employee and

1. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

2. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle

will be tested for alcohol misuse and controlled substance abuse.

The driver will contact the District at the time of the accident unless he or she is physically impaired as a result of the accident. The District will contact the testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction.

Failure of an employee to submit to testing for either alcohol or a controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within eight (8) hours of the time of the accident. Alcohol testing should be conducted within two (2) hours if possible. If the testing is conducted more than two (2) hours after the accident, the reason shall be documented. Testing for controlled substances must be done within thirty-two (32) hours of the time of the accident.

The driver subject to post-accident testing must refrain from consuming alcohol for either eight (8) hours following the accident or until he or she submits to an alcohol test, whichever comes first. Failure to do so will constitute a positive test result and will be determined as cause for disciplinary action.

Procedure History:
Promulgated on: 12/7/15
Revised on: 6/6/16
Coeur d’Alene School District No. 271

PERSONNEL

Employee Use of Social Media

Coeur d’Alene School District recognizes that many of our staff, students, parents and community members are active social media users. The purpose of social media policy and procedures is to help employees participate online in a respectful, relevant way that protects the employee’s reputation, and the reputation of Coeur d’Alene School District, and that respects the relationship between teachers and students.

For the purposes of this policy, social media includes, but is not necessarily limited to, social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums, and any other activity online involving connecting or communicating with other users.

These policies and procedures complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet that are in place in the Coeur d’Alene School District.

Because of the unique nature of social media sites and because of the District’s desire to protect its interest with regard to its electronic records, the following policies have been established to address social media site usage by all employees:

Protect Confidential and Proprietary Information

Safety is the overriding concern with regard to information posted online. Employees will respect the privacy and confidentiality of student and staff information. Employees shall not post confidential or proprietary information about the District, its employees, or students on district or personal sites. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District or as provided by State or federal law.

Personal information, including student names, locations, photographs etc., should not be posted on social media without informed consent from students’ parents/ guardians, except for images of students taken in the public arena, such as at sporting events or fine arts public performances. This includes, but is not limited to student work, individual and group photographs, videos featuring the student or other identifying information.

The District or School Name, Logo, or Images

Employees may reference their professional identity as part of their personal online profile using the school district’s name or a specific school’s name, with work information of job title and job activities and personal participation in district-sponsored events, including volunteer activities.
Employees shall not use District or school names, logos, images, iconography, etc. on personal social media sites that implies or “represents” themselves as a spokesperson, representative or official site of the district. Nor shall employees use the District or school names to promote a product, cause, political party, or political candidate. Nor shall employees use personal images of students, names, or data relating to students, absent written authority of the parent.

For district-sponsored social media, school or program names and logos may be used with prior approval granted by the building administrator or respective department head. The district’s logo and name may be used for district-sponsored social media with prior approval granted by the Superintendent or Communications Director.

Respect District Time and Property

Use of social media on district equipment is permitted, if used for an educational, professional purpose. Employees may use e-mail and social media sparingly for personal purposes only during non-student contact times, such as during lunch or before or after school. Any use must occur during times and places that the use will not interfere with job duties, negatively impact job performance, or otherwise are disruptive to student safety, the school environment or its operation.

Keep Personal and Professional Accounts Separate

Employees will maintain a clear distinction between their personal social media use and any district-related professional social media use.

Staff members who decide to engage in professional social media activities will maintain separate professional and personal email addresses. Staff members will not use their district email address for personal social media activities. Use of district email for this purpose is prohibited and will be considered a violation of district policy that may result in disciplinary action.

Contact with Students

Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom, and through any mediums of communication. Staff should not have online interactions with students on social media outside of group forums/platforms dedicated to educational use or athletic/club activities that have been approved by the district.

The intent of student contact using electronic and social media communication tools is meant for one to many versus one-to-one interaction. Excessive informal or social involvement with students is therefore prohibited. This includes:

1. Listing current students as “friends” on networking sites or following students wherein personal information is shared or available for review which results in the certificated professional employee not maintaining the Code of Ethics requiring professional
relationships with students both inside and outside the classroom. Employees who have pre-existing students on their networking sites such as their own children, minor relatives and children’s friends need to exercise sound judgment to ensure the safety of all students.

2. Contacting students through electronic means other than the District’s email, telephone or other district approved methods.

3. Coaches electronically contacting a team member or members without including all team, or multiple team members in the communication – intent is to encourage group texting and diminish one-to-one texting.

4. Giving private cell phone or home phone numbers to students without prior approval of the direct supervisor. If there is an academic or extra-curricular reason to call or text the student, the staff member should contact the student through a parent/guardian.

5. Inappropriate contact of any kind including via electronic media.

Nothing in this policy prohibits district staff and students from the use of education websites or use of social networking websites created for curricular, co-curricular, or extracurricular purposes where a professional relationship is maintained with the students.

Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or any other electronic methods will result in the required reporting of such conduct to the Professional Standards Commission by the district’s administration.

Rules Concerning District-Sponsored Social Media Activity

If an employee wishes to create a district approved social media site as part of their job to communicate meetings, activities, games, responsibilities, announcements etc., for a class, team, school-based club or activity or an official school-based organization, the employee must complete a social media site authorization form to register the social media site with the district. Employees setting up and/or maintaining a social media site also agree to add a direct supervisor as an administrator of the site or page. Employees receiving authorization to create a social media site will comply with the following rules:

1. The employee must set up the class, club, activity, etc. as a group list that will be “closed and moderated”; your building administrator may approve open public access sites for school-wide social media activities;

2. The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means;

3. Members will not be established as “friends” but as members of the group list;
4. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee. Persons desiring to access the page may join only after the employee invites them and allows them to join;

5. Parents shall be permitted to access any site that their child has been invited to voluntarily join. Both employees and parents are encouraged to report any communications by students or school personnel they believe to be inappropriate to district administration;

6. Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team;

7. The employee responsible for the site will monitor it regularly;

8. The employee’s supervisor shall be permitted access to any site established by the employee for a school-related purpose;

9. Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees’ personal social media profiles and pages;

10. Postings made to the site must comply with the district’s Policy 5335 Employee Use of Electronic Communications Devices; and

11. The Superintendent or designee reserves the right to shut down or discontinue the group if he or she believes it is in the best overall interest of the students.

Cross Reference: Policy 5335 Employee Use of Electronic Communications Devices
Procedure 3270P Acceptable Use of Electronic Networks

Legal Reference: Code of Ethics for Idaho Professional Educators

Policy History:
Adopted on: 7/11/16
Revised on:
Best Practices for Use of Social Media Sites

All employees are expected to serve as positive ambassadors for the district and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to do so could put an employee in violation of existing district policy and at risk of disciplinary action.

Think Before Posting

Privacy does not exist in the world of social media, therefore the district recommends that employees consider what could happen if a post becomes widely known or how that may reflect on the poster, the district, or its patrons. Search engines can turn up posts years after they are created and comments can be easily forwarded or copied. If you would not say it publicly at a televised board meeting or to a member of the media or a colleague, consider the propriety of posting it online. Before posting content, employees should ask themselves: “Would I mind if that information/image appeared on the front page of the local newspaper?” If the answer is “yes” or “probably”, it should not be posted. Contrary to what many people think, email and social media and social networking sites are very public places.

Information that an employee posts on official, district-approved social media sites is subject to public record/public information.

District employees are personally responsible for content they publish, pictures they post, or dialogue they maintain, regardless of the medium, for the life of the content. No posting by a district employee should compromise the professionalism, integrity, and ethics in their role as a Coeur d’Alene School District professional.

Be Respectful

Posts should be considered carefully in light of how they would reflect on the poster, colleagues, the district, and its students, patrons, and employees.

Although not an inclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Remember Your Audiences (Those Known and Unknown)

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes students, fellow employees, and peers. Consider this before
publishing to ensure the post will not unnecessarily alienate, harm, or provoke any of these groups.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Staff should refer these inquiries to authorized Coeur d'Alene Public Schools spokespersons (Superintendent and Communications Director).

Contact with Students

Social media and networking is intended for public/group communications and not used for interpersonal (one to one) district related communication. The intent of social media and networking usage should be for approved group-to-group or group to general public communications.

Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. In order to avoid the appearance of partiality or impropriety, all electronic communications with students should be through the official district e-mail or other district communication tools, not personal cell phones or personal email accounts.

The boundaries between the role of a public district employee and personal relationships with student should always be upheld and strongly communicated. “Friending” or “following” students who are currently enrolled in the district (or under the age of 18) to an employee’s personal social media account is discouraged, nor should employees accept “friend requests” of students. This recommendation is to protect both employees and students. The district understands there are circumstances where an employee “friends” their own child and their child’s friends; this should be an exception not the norm.

Do not list current students as friends on social media sites. Do not give students your personal email address; always use district email. Do not give a student your personal phone number or text a student unless it is for an educational purpose, pre-approved by a parent or guardian, and with your supervisor's knowledge.

Keep Personal and Professional Use Separate

Staff members who decide to engage in personal social media activities will maintain separate professional and personal email addresses. Staff members will not use their district email address for personal social media activities. Such uses will be considered a violation of district policy and may result in disciplinary action. The district reserves the right to monitor communications transmitted and received through the district network. This may include social media messages and updates sent to a district e-mail account.

- Staff should get appropriate permission before you refer to or post images of current or former staff, members, or students. Additionally, staff should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
• Social media use shouldn't interfere with staff's responsibilities at Coeur d'Alene Public Schools. District computer systems are to be used for business purposes only, with nominal personal use. When using Coeur d'Alene Schools' computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Coeur d'Alene Schools website), but personal use of social media networks or personal blogging of online content is discouraged during the school day and during student-contact times and could result in disciplinary action.

District Social Media Sites

Notify the District: Employees that have or would like to start a school social media page should contact their supervisor or designee. All district pages must have an appointed employee who is responsible for content. Supervisors should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The Superintendent or designee reserves the right to shut down or discontinue the site if he or she believes it is in the best overall interest of the students.

Have a Plan: District employees should consider their messages, audiences, and goals as well as their strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

Timeliness & Monitoring:
Content should be kept current and accurate. Employees maintain active social media sites need to respond to all outside questions, comments or concerns. Inappropriate comments and incorrect information is subject to removal.

If an employee encounters a situation while using social media that threatens to become antagonistic, the employee should disengage from the dialogue in a polite manner and seek the advice of a supervisor.

Protect the District Voice: Posts on district affiliated social media sites should protect the district’s voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with district policy and State and federal laws with regard to student and employee confidentiality and the determination of content.

Procedure History:
Promulgated on: 7/11/16
Revised on:
SOCIAL MEDIA SITE AUTHORIZATION FORM 5325F

Employees of the Coeur d’Alene School District wishing to create and/or maintain an official school-related presence on any social media site must have a copy of this completed form on file in the school/department supervisor’s office, and a copy submitted to the district’s Communications Department, prior to a social media site’s activation. (Any pre-existing sites must also be authorized and registered with the district.) Please submit a signed authorization form electronically through email as a .pdf attachment.

Employees setting up and/or maintaining a social media site must also agree to add their immediate supervisor as an administrator for the page/site and keep their login information on file with their supervisor. In case of an emergency that prevents the primary employee from being able to access the page, this will ensure timely and accurate information, monitoring and administration of the site.

Once authorized by a school principal or department supervisor, the employee and their supervisor are fully responsible for regular monitoring of the site, the appropriateness of on-line conduct and adhering to the district’s official social media policies and procedures. Any social media sites existing without authorization will be subject for review, editing and removal. Any employee not adhering to the district’s social media policies and procedures may result in loss of social media privileges and/or disciplinary action.

Date: _____________________________
Employee name: ____________________________________   Dept. or school: _______________________________
Employee title: ___________________________     District e-mail address: ________________________________
I will represent the following class/team/club/project, etc. on social media: __________________________________
Social media tool (check one): [ ] Facebook      [ ] Twitter       [ ] Instagram        [ ] Blog       [ ] Other: _______________
Purpose of presence on social media site: ______________________________________________________________
________________________________________________________________________________________________

SITE ACCOUNT INFORMATION:
Associated district email: ____________________________   User name: _______________________
Password created (unique to Social Media, not your computer login password): ____________________________
Login URL:____________________________________     Public view URL:____________________________________
Others with social media account access (list additional names on back of form):
Name/Title: ____________________________________    Name/Title: ____________________________________
The AUDIENCE for this site (check all that apply):
[ ] Students      [ ] Parents      [ ] Community      [ ] Team/Group/Club Members      [ ] Other _____________________

AUTHORIZATION BY SCHOOL PRINCIPAL OR DEPARTMENT SUPERVISOR: ________________________________
Supervisor Name: _______________________________________   Title: _____________________________________
Signature: _____________________________________________   Date: _____________________________________

*New Facebook sites must be created as a “Business” or “Place” — “Personal” sites are not acceptable for conducting official district or school business.
Employee Electronic Mail and On-Line Services Usage

In order for the District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access.

Electronic mail (“e-mail”) is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference materials, and messages are sent and retrieved electronically on personal computers.

Internet access and interconnected computer systems are available to the District’s faculty. Electronic networks, including the Internet, are a part of the District’s instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

The use of the District’s electronic networks shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the District’s educational goals, use the Internet throughout the curriculum.

Because of the unique nature of e-mail and of the Internet, and because of the District’s desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail and Internet usage by all employees.

The District e-mail and Internet systems are provided for educational purposes only. The District’s electronic network is part of the curriculum and is not a public forum for general use. Use for other informal or personal purposes is permissible within reasonable limits provided it does not interfere with work duties and complies with District policy. All e-mail and Internet records are considered District records and should be transmitted only to individuals who have a need to receive them and only relating to educational purposes. Staff has no expectation of privacy in any materials that are stored, transmitted, or received via the District’s electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

Internet Access Conduct Agreements

Each staff member will be required to agree to the Technology Use Agreement. This agreement will be electronically documented. Any employee who accesses a computer without having the signed Technology Use Agreement and being assigned a password may be subject to disciplinary action.
Staff freedom of speech and access to information will be honored.

Violations

If any staff member violates this policy, he or she may be subject to disciplinary action. The system administrator and/or the Internet Safety Coordinator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations. A staff member may lose computer privileges and/or network access. The duration of loss will depend on the severity of the violation as determined by the building administrator. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

Cross Reference: 2150 Copyright
3270 District Provided Access to Electronic Information, Services & Networks
5290 Political Activity-Staff Participation
5325 Employee Use of Social Media Sites, Including Personal Sites

Legal Reference: Idaho Attorney General Opinion No. 95-07
Board of County Commissioners v. Idaho Health Facilities Authority, 96 Idaho 498 (1975)

17 USC Section 1001, et seq.
Children’s Internet Protection Act, Sections 1703 to 1721, U.S.C. Section 254(h)(1)
Idaho Code Sections
6-210
18-2201
18-2202

Policy History:
Adopted on: 12/7/15
Revised on:
GENERAL
Internet access is a service provided for students and staff members by this school district. (Students and staff will be given a user ID (name) and password to access the network.) Use of this District’s computer networking services must be directly related to an educational goal and consistent with the instructional objectives of this District.

The computer network services provided by this District may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an “as-is, as available” basis. No warranties are made or given with respect to any service, information, or software contained therein.

The system administrators of the computer network service are employees of this district and reserve the right to monitor all activity on the computer network service. Staff and students do not have a reasonable expectation of privacy in their use of district computers or their use of the District network.

This school district cannot control the Internet and other computer network service sources of information. Rather, this District will strive to provide students with the understanding and skills needed to use computer network services in an appropriate manner. While the Districts’ teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

DEFINITIONS
“Child pornography” is defined as:
Any visual depiction . . . whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where—(1) the product of such visual depiction involves the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. 18 U.S.C. § 2246.

“Harmful to minors” is a visual depiction containing any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact,
actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
lacks serious literary, artistic, political, or scientific value to minors.
“Minor,” for the purposes of this policy, is an individual who has not attained the age of 18.

“Obscenity” is defined as:
   Any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole, appeals to a prurient [e.g. erotic] interest; (2) depicts, describes or represents in a patently offensive way an actual or simulated sexual act or sexual contact or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value. 18 U.S.C. § 1460.

CURRICULUM
The District’s electronic network is part of the curriculum. The use of the District’s electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and development levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District’s educational goals, use the Internet throughout the curriculum.

PRIVILEGES AND RESPONSIBILITIES
The District recognizes that Internet resources are integral to the learning environment. As a result, students will be provided Internet access for educational purposes. (Students are automatically provided access to the Internet unless a parent indicates otherwise.) The District also recognizes the need for Internet safety and in order to protect students, filters are in place to block inappropriate content and student activity on the Internet will be monitored through adult supervision.

The use of this District’s computer networking capabilities is a privilege, not a right. Technology acceptable use for students is outlined in the student handbook. Ethical use of the network and District computers is expected and inappropriate use may result in disciplinary action as determined by school administration including suspension of technology privileges, conduct referral, or other disciplinary action as described in the Student Handbook.

The Staff Technology Use Agreement will be completed and signed by all staff with computer access and kept on file for the duration of employment with the District. Any employee who accesses a computer without having the signed Technology Use Agreement and being assigned a password may be subject to disciplinary action. Student and staff freedom of speech and access to information will be honored; however the school district reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. The Director of Technology and/or the building Principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and his/her/their decision will be final. Access may be denied, revoked, or suspended to specific school district users at any time because of inappropriate use. Further disciplinary action may also occur.
INFORMATION CONTENT
This District provides students and staff access to other computer systems around the world through the Internet and users may encounter information that is controversial or potentially harmful. Because the information and sources of information on such computer network services is continually changing, it is impossible for the District to monitor all the content.

Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. This District does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Parents of students should be aware that such materials exist. Filters are in place to block inappropriate content and student activity on the Internet will be monitored through adult supervision.

Students or staff bringing the above mentioned materials into the school environment will be dealt with according to the discipline policies of the individual school building and this District. Intentionally accessing or using such materials may result in termination of access to this District’s computer network servicing capabilities as well as in-school suspension, suspension from school or school expulsion; or disciplinary actions to staff, including termination.

WARRANTIES/INDEMNIFICATION
The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the district and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods and services by the user. The user or, if the user is a minor, the user’s parents(s)/legal guardian(s) agrees to cooperate with the District in the event of the school’s initiating an investigation of a user’s use of his/her access to its computer network and the Internet.

PRIVATELY OWNED PERSONAL COMPUTERS OR DEVICES
The District strives to provide computer access for staff and students. From time to time, it may be of benefit for a personal computer to be utilized in the District. In this case, the user shall utilize the district BYOD network. Personal devices should not be connected to district equipment without express permission.

DISTRICT OWNED DEVICES
The Coeur d’Alene School District strives to provide a high quality educational program with access to twenty-first century tools for staff and students. As technology advances, mobile devices, including the laptop computer are becoming essential tools in the classroom.

District-owned mobile devices are provided for instructional purposes and shall be used in a responsible and ethical manner to support the educational programs of the district.
• Users are responsible for the general care of district-owned mobile devices and may be held responsible for any damage caused by negligent acts.
• Users may not delete or add software to District devices without permission.
• Users should return devices to IT department semi-annually or as requested for maintenance.
• Devices are provided for school use and shall remain on school premises except for overnight and/or weekend use or unless checked out over holidays or summer break.

If a District device is lost, damaged or stolen while under the control of a user, the user is expected to file a claim under his/her insurance coverage and reimburse the district for the full cost of the loss or the amount covered by the individual’s carrier.

WIRELESS INTERNET ACCESS
As access to wireless network access equipment becomes more ubiquitous, it is imperative that all implementations of wireless service in the District facilities be provided by the Department of Technology or approved by the Director of Technology. Unauthorized wireless access points not only conflict with the District’s physical/wireless network, but may circumvent security measures in place by providing unauthenticated, unsecured network access. Therefore, the deployment of private wireless access points in classrooms, labs, and offices is prohibited.

The District will provide reliable and secure wireless network access based on 802.11 standards. Users of District equipment will be provided wireless connectivity depending on need and location.

For staff, students and visitors desiring wireless access on non-district provided equipment; the district will provide a BYOD wireless network in district facilities. Personal devices should not be connected to the district network or equipment without permission.

INTERNET SAFETY
Each district computer with Internet access shall have protection measures that block entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such protection measures.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other materials that are inappropriate or harmful to minors. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7].

Protection measures should only be viewed as one of a number of techniques used to manage student’s access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Protection measures should be used in conjunction with:
• Educating students about Internet Safety, including the dangers of inappropriate content on the Internet, safety and security in the use of electronic mail, chat rooms, and social networking sites, cyberbullying awareness and response, hacking and other unlawful activities by minors online; and importance of protecting personal information online.
• Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
• Using “Technology Acceptable Use Agreements;”
• Using behavior management practices for which Internet access privileges can be earned or lost; and
• Appropriate supervision, either in person and/or electronically. Staff is responsible to monitor student access to the Internet.

Protection measures may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older. Disabling of the Internet block or filter system by any other staff member or student will result in disciplinary action.

A process for receiving appeals from users is in place and a procedure to review such appeals has been established. As required by the Children’s Internet Protection Act, this District will hold public meetings to receive input from parents and other patrons regarding the District’s Internet safety plan, including the use of an Internet filtering service, whenever changes are made.

Any staff member, student, parent, or patron may request that the district either block, or disable a block of, a particular website by filing a written request with the superintendent or his/her designee. The superintendent will appoint a five (5) member committee, including three (3) staff members and (2) patrons. The committee will meet with the individual who filed the request in a timely manner, allow the individual to make oral or written arguments to support the request, and make a written recommendation to the superintendent regarding whether the district should block, or disable a block of, a particular website. Upon reviewing the request and the committee’s recommendation, the superintendent will render a written decision and notify the individual who made the request. The superintendent’s decision in the matter will be final.

ONLINE USE
All school policies and rules pertaining to behavior and communications apply. All use of the District’s electronic network must be (1) in support of education and/or research, and in furtherance of the District’s stated educational goals; or (2) for a legitimate school business purpose. The use of this District’s computer network services capabilities must be for educational purposes only and be consistent with this District’s mission. These procedures do no attempt to state all required or prescribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

1. Use may not be for private or commercial purposes. Users will not attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the board of trustees or their authorized representative.
2. Uses that violate the law or encourage others to violate the law are prohibited. These uses include but are not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District’s discipline policy; sending, receiving, downloading, publishing, or accessing obscene, pornographic, harassing, or objectionable material; intruding into the networks or computers of others; and downloading or transmitting confidential, or copyrighted materials.

3. Uses that cause harm to others or damage their property are prohibited. This use includes but is not limited to engaging in defamation (harming another’s reputation by lies); employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating in “hacking” activities or any form of unauthorized access to other computers, networks, or other information.

4. Users are responsible for taking precautions against computer viruses on their own equipment and this school district’s equipment.

5. Staff and students will use the computer network service resources efficiently to minimize interference with others. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet are prohibited.

6. Users are responsible for making back-up copies as needed.

7. Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

BLOGGING GUIDELINES
1. Blogs are intended to be a forum for expression, but they are provided as a tool for learning and will be subject to school and/or classroom guidelines.

2. Users are expected to treat “blogs” as classroom spaces. Speech that is inappropriate for class is not appropriate in a blog.

3. Users should demonstrate ethical behavior and honor the intellectual property of others by avoiding plagiarism, following copyright law, and citing sources or linking to online references.

4. Users are reminded that inappropriate use may result in disciplinary action as determined by the school administration including suspension of technology privileges, conduct referral, or other disciplinary action as described in the student handbook.

ONLINE CONDUCT
All users are expected to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to, the following:
1. Users are PROHIBITED from engaging in cyberbullying, including, but not limited to, using a computer, computer system, or computer network service to convey a message in any format (audio or video, text, graphics, photographic, or any combination thereof) that is harassment, intimidation, or bullying, or is otherwise intended to harm another individual.

2. Users may not be abusive or threaten others in their messages to others.

3. Users may not swear, use vulgarities or any other inappropriate language.

4. Users may not download unauthorized software.

5. Users may not reveal personal information of others and should be cautious when revealing users own personal information (home address, phone numbers, etc.). Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities. The computer network service may not be used in such a way that use would disrupt the use of the computer network service of others.

6. All communications and information accessible via the computer network service should be assumed to be private property but open to school district scrutiny.

7. Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material or encourage the use of controlled substances.

8. Users will not transmit materials, information, or software in violation of any local, state, or federal law.

9. Attempts to log in to the system using another user’s account will result in suspension or termination of the user’s account.

Any action by a school district user that is determined by the designated administrator to constitute an inappropriate use of this District’s computer network service or to improperly restrict or inhibit other users from using and enjoying the District’s computer network service is strictly prohibited and may result in disciplinary action.

**COPYRIGHTED MATERIAL**

Copyrighted material will not be placed on any system connected to this District’s computer network service without the author’s written permission. The following will apply to copyrighted materials:
1. Only the owner(s) or persons specifically authorized may upload copyrighted material to the computer network service.

2. Users may download only that copyrighted material for which permission has been requested and granted, or that falls within the fair use exception to the copyright laws.

3. A user may redistribute a copyrighted program only with the express written permission of the owner or authorized person or as provided by the fair use exception.

ELECTRONIC MAIL
Electronic mail (e-mail) is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. The following provisions apply to e-mail:

1. Messages received by the computer network service are retained on the system until deleted by the recipient.

2. E-mail accounts will be provided to staff upon the receipt of a signed Staff Technology Use Agreement. A canceled computer network service account will not retain its e-mail. Users are expected to remove old messages in a timely fashion.

3. Users may not attempt to send anonymous messages of any kind.

4. Students in grades K-5 may be provided e-mail access under direct teacher supervision with a classroom account. Secondary students may be provided safe, web-based email.

5. E-mail may be viewed by others. There is no guarantee of confidentiality or expectation of privacy regarding email sent using district computers or the computer network.

6. The system administrators may remove such messages if not attended to regularly by the users.

7. Users must understand that communications created, received or backed-up on the system are public documents. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum. Although the District does not routinely monitor all messages, it does have the authority, at any time, to inspect the contents of any district equipment, files, or mail on its system for any legitimate business, legal or disciplinary purpose.

8. E-mail related to a student is considered part of an educational record. As long as an e-mail message or any attachments related to a student is maintained on a computer or server, it constitutes an educational record and is subject to FERPA (Family Educational Rights and Privacy Act) until it is permanently deleted.

9. The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to other than the sender, or
an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or by policies of this District, or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

10. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on this District’s computer network service.

11. Any message received from an unknown sender via the Internet should be immediately deleted. Downloading files is prohibited unless the user is certain of file’s authenticity and the nature of the file so transmitted.

12. All district email correspondence is backed up and may be utilized for public disclosure requests or disaster recovery.

THIRD PARTY SUPPLIED INFORMATION
Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the computer network service provided by this District are those of the individual and do not represent the position of the District.

DISK USE
The system administrators reserve the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available, and the reason for the request. The decision of the administrator regarding disk use is final, and not appealable. A user who remains in non-compliance of disk space quotas after seven (7) days of notification will have their files removed by a system administrator.

SECURITY
Security on any computer system is a high priority. All school district users will meet the following requirements:

1. If a user feels that he or she can identify a security problem on the computer network service, the user will notify a school administrator. The user will not demonstrate the problem to others.
2. Users may not let others use their account and password nor will they leave their account open or unattended.
3. Users will change passwords regularly, using combinations of letters and numbers and will avoid using standard English words and names.
4. Users will immediately notify a school administrator if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network service.

**VANDALISM**
Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the network service that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

**STAFF DISCIPLINE**
1. A staff member may lose computer privileges and/or network access. The duration of loss will depend on the severity of the violation as determined by the building administrator.

2. A staff member may be disciplined, up to and including termination from employment, if he or she engages in conduct on the computer network service that constitutes flagrant or persistent violations of this policy or could be considered illegal, as defined by federal and/or state law. Staff members committing illegal acts may be referred to the local law enforcement agency.

**UPDATING USER ACCOUNT INFORMATION**
The computer network service may occasionally require new registration and information from users to continue the service. Users must notify the designated administrator of any changes/deletions in user information (address, phone, name, etc.).

**TERMINATION OF ACCOUNT**
A user’s access to, and use of, the computer network may be terminated at any time by notifying a system administrator. Accounts which are inactive for more than thirty (30) days may be removed along with that user’s files without notice given to the users. An administrator reserves the right, at their sole discretion, to suspend or terminate users’ access to and use of the computer network service upon any violation of this policy. This District’s administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user access.

Procedure History:
Promulgated on: 12/7/15
Revised on:
STAFF TECHNOLOGY USE AGREEMENT

On-campus use of technology and the Internet is part of the working environment. Equipment users should take personal responsibility for behavior while online. It is expected that School District 271 employees will conduct their on-campus technology and Internet activities under the following guidelines:

- All use of school technical resources such as computers, cell phones, DVD players, and technology used to access the Internet must be in support of and consistent with the educational objectives of the school district.
- Personal use such as personal e-mail, personal word processing, personal web surfing, should be limited and during non-working times.
- Users will not plug in devices to the district network or equipment without permission.
- Staff will protect the security of district resources by safe-guarding their user names and passwords and not sharing them with other staff or students.
- Employing the Internet for commercial purposes is prohibited. District e-mail services may not be used for: a mass mailing not of District or educational business, messages which promote a political view or candidate, commercial activities not approved by appropriate supervisory District personnel (i.e., sale of personal items, etc.); personal financial gain; uses that violate other District policies; uses that are inconsistent with state or federal law.
- Using the system for a forum for the expression of personal opinions is not permitted.
- Transmitting any material in violation of a U.S. or state regulation or School Board policy is prohibited. This includes, but is not limited to copyrighted material and threatening or obscene material.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet communications. Use of, perusal of, or dissemination of said materials is a serious abuse.
- Any information accessible via the Internet should be assumed to be private property and subject to copyright laws unless otherwise clearly indicated.
- Users have a responsibility to respect the privacy and property of other users. Users should not intentionally seek information about, obtain copies of, or modify files, data or passwords of other users.
- For their own safety, users should not reveal any personal information such as addresses or phone numbers on the Internet.
- Users should not expect that files stored on school district servers will always be private. School network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
- Extreme care should be taken with student information and only applications and sites which comply with our Student Data Privacy and Security policy 3575 should be used.
- E-mail uses are expected to be ethical and responsible in their use and to comply with state and federal laws.
- Users must understand that communications created, received or backed-up on the system are public documents. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum. Although the district does not routinely monitor all messages, it does have...
the authority, at any time, to inspect the contents of any District equipment, files, or mail on its system for any legitimate business, legal or disciplinary purpose.

- E-mail related to a student is considered part of an educational record. As long as an e-mail message or any attachment related to a student is maintained on a computer or server, it constitutes an educational record and is subject to FERPA (Family Educational Rights and Privacy Act) until it is permanently deleted.
- Users are expected to delete files on a regular basis in an effort to keep storage manageable.
- Users may not download unauthorized software.
- Users should respect copyright and software license agreements.
- Users may not bring their own Internet access (hot spot, USB modem or any other device) to avoid the district Internet filter.
- Users agree to follow School Board policy.

Users agree to follow School District Web Site Guidelines:

District/school/department/classroom web sites must comply with guidelines for school district web sites in the areas of:

- Quality of content
- Student/staff safeguards
- Web cam guidelines
- Copyright laws, ownership, disclaimers
- Technical and design standards with the following modifications:

Each district/school/department/classroom homepage should contain:
A. a blanket copyright statement covering all subsidiary pages
B. a link to the District or school’s homepage
C. the name and e-mail address of the department/classroom web editor
D. the last date of modification clearly displayed

Violation of Technology/Internet Responsibilities:

Failure to follow appropriate practices may result in disciplinary action. Any violation of procedures will subject the user to discipline, which may result in revocation of e-mail service privileges, up to and including termination of employment, referral to law enforcement agencies, or other legal action.

I have read, understand and agree to abide by the Staff Technology Use Agreement.

Employee Signature ____________________________  Current Date __________

Printed Name ____________________________

Rev. 12/7/15
Employee Use of Electronic Communications Devices

The Board recognizes that employees may carry electronic communications devices, either District-issued or personally owned, and hereby adopts this policy.

Communication devices issued by the District may include, for example, cellular telephones; walkie-talkies; mobile computing devices; laptop computers; citizens band radios, either installed in vehicles or hand-held; and pagers/beepers.

Before they are issued a mobile computing device, each staff member must submit an executed Mobile Computing Device Agreement and the Employee Electronic Mail and On-Line Services Usage Acknowledgment Agreement. Each form must be signed by the staff member.

Laptops are provided for school use and shall remain on school premises except for overnight and weekend use and when checked out over holidays or summer break. Staff may take District issued devices out of the State of Idaho at the discretion of the building principal. The District directs the Superintendent/designee to establish procedures for staff to request permission to take the device with them.

At the end of the school year, the school will collect all devices from staff. At the school's discretion, staff continuing under contract for the next school year and/or for the summer school session may be issued devices to support summer school programs, or other work-related activities.

The Superintendent/designee shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which staff member.

Use

Any such devices issued shall be with the expectation that they are to be used for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety and/or as specifically authorized under this policy.

District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

District-issued equipment may be used only in a manner consistent with the Code of Ethics for Idaho Professional Educators as well as all State and federal laws relating to electronic communications with students and/or minors.
Any District-issued equipment is to be surrendered to the District immediately upon request.

**Personally-Owned Communications Devices**

Employees may carry and use personally-owned cellular telephones, pagers/beepers, and, mobile computing devices, or laptops during the school day on school property.

Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Cellular telephones, pagers, and beepers should not be used during the employee’s normal duty times to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Personally owned mobile computing devices or laptops should not be used during the employee’s normal duty times unless such is being used solely for the purposes of one’s job duties for the school. Use of cellular telephones, audible pagers/beepers, , and private use of personal mobile computing devices or laptops should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Any employee violating the above rules may be subject to disciplinary action.

Cross Reference: 5330 Employee Electronic Mail and On-Line Services Usage
5330F Employee Electronic Mail and On-Line Services Usage Acknowledgment
5335F Mobile Computing Device Agreement

**Policy History:**
Adopted on: 12/7/15
Revised on:
Employee Use of Electronic Communications Devices Procedures

Care and Safety

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and for the exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair. Generally, if a District laptop is lost, damaged or stolen while under the control of a user, the user is expected to file a claim under his or her insurance coverage and reimburse the District for the full cost of the loss or the amount covered by the individual’s carrier.

Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent/designee will set a procedure for where staff should save important documents.

Staff members should also back up their work frequently using removable file storage or by e-mailing important document to themselves.

Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices may be made to ensure that staff members have deleted software that is no longer required and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

Staff members wishing to add additional software onto a device must submit a tech repair request. Each staff member is responsible for ensuring that only licensed software pre-approved by the school’s technology department is loaded onto his or her device.
Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

If technical difficulties occur or unauthorized software or any other violation of District policy is discovered on the device, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and any stored files shall not be considered confidential and may be monitored at any time by designated District staff. The District or its designee may demand the return of the device at any time for inspection, copying, or review of all files, histories, saved data, meta-data, or other information on the device. After the inspection, copying, or review of the device, unless there is cause to refrain from doing so, it shall be returned to the employee. Failure to turn over the device upon demand may result in disciplinary action, up to and including termination. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate District purpose. A staff member does not need to be asked for permission prior to remote software maintenance.

Any individual in receipt of a school-issued device does not have the authority to deactivate the remote access feature of the device. Any employee doing such will be subject to discipline and/or reclamation of the device by the District.

Personalizing District-Issued Mobile Computing Devices

While at no time does the device become the personal property of staff members; they may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Staff members may be permitted to select their own screen savers and backgrounds provided they are appropriate.

Staff members may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should staff members place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. Further, the content on such device may be subject to disclosure pursuant to a public records
request under the Idaho Public Writings Act. No content placed on District provided devices is privileged or confidential.

Protecting and Storing Devices

Staff members are expected to password protect their devices and shall keep their password confidential, except for requested disclosure by the school’s administration or personnel of the technology department.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.

Repair of Devices

Staff members are to report all device problems to Tech Repair.

The Superintendent/designee will issue a document clarifying staff responsibility for lost and damaged devices when the details of the District’s insurance policy are known.

Procedure History:
Promulgated on: 12/7/15
Revised on:
MOBILE COMPUTING DEVICE AGREEMENT

Every staff member with a district mobile device must read and sign below:

The Coeur d’Alene School District strives to provide a high quality educational program with access to twenty-first century tools for staff and students. As technology advances, mobile computing devices are becoming an essential tool in the classroom.

District-owned mobile devices are provided for instructional purposes and shall be used in a responsible and ethical manner to support the educational programs of the District.

1. Users are responsible for the general care of District-owned devices and may be held responsible for any damage caused by negligent acts.
2. Users may not delete or add software to District devices without permission.
3. Users should return laptop to IT department semi-annually for maintenance.
4. Devices are provided for school use and shall remain on school premises except for overnight and/or weekend use or unless checked out over holidays or summer break.
5. If a District device is lost, damaged or stolen while under the control of a user, the user is expected to file a claim under his or her insurance coverage and reimburse the district for the full cost of the loss or the amount covered by the individual’s carrier.

I have read, understand, and agree to abide by the terms of the Coeur d’Alene School District’s policies regarding District-provided mobile computing devices (Policy No. 5335). Should any violation or misuse of the device occur while it is in my custody, I understand that I may be subject to disciplinary action, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to the designated administrator.

_______ I do not wish to take the device home at this time.

User’s Name (Print): _____________________________   Home Phone: _______________
User’s Signature: _________________________________   Date: ___________________
Address: _____________________________________________________________________
Building: ___________________________________________________________________
Signature: _____________________________________________________________________

**Laptop Information**
Brand/Model: _______________________________________________________________
Serial Number: ______________________________________________________________
District Asset Tag: ___________________________________________________________
Evaluation of Instructional Certificated Personnel

The Board of Trustees directs District Administration to develop procedures for supervision and evaluation of all certificated staff in compliance with Idaho Code.

Legal Reference:

- I.C. § 33-515  Issuance of Renewable Contracts
- I.C. § 33-518  Employee Personnel Files
- I.C. § 33-1001  Definitions
- IDAPA 08.02.02.120  Local District Evaluation Policy

Policy History:
- Adopted on: 12/7/15
- Revised on: 12/4/16, 11/6/17
Certificated Personnel Evaluation Procedure

This policy applies to all certificated personnel, both pupil instructional personnel and non-instructional personnel.

The primary purpose of teacher evaluation in the Coeur d’Alene School District is to maximize teacher effectiveness by supporting the professional development needs of the individual teacher and promoting professional conversations between colleagues using a common vocabulary in an effort to enhance student achievement.

The Coeur d’Alene School District’s evaluations shall be differentiated for certificated non-instructional employees and pupil personnel certificate holders in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible and aligned to the pupil service staff’s applicable national standards.

The District will reconvene a committee to review the teacher evaluation plan as needed. This committee will involve all stakeholders including teachers, board members, administrators, and parents.

The Coeur d’Alene School District has chosen to use a differentiated evaluation process for teachers in different stages of their teaching careers, designed to support certificated staff according to their professional needs. Building Administration have the discretion to move a Certificated staff member, who is in their fourth or greater years of employment with the Coeur d’Alene School District, to Plan 1 as deemed necessary.

Plan I: Includes pre and post observation conferences

1. Certificated employees who are in their first three years of employment with the Coeur d’Alene School District OR

2. Any certificated employee who is in their fourth or greater years of employment with the Coeur d’Alene School District and who has been moved to Plan I by the Building Administrator.

Plan II Includes post observation conference
1. Certificated employees who are in their fourth or greater years of employment with Coeur d’Alene School District.

RESPONSIBILITIES

The primary responsibility for the evaluation of certificated personnel lies with the building principal or designee who may assist in observations and data gathering. The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five years of conducting any evaluations.

The certificated employee evaluation procedures in this plan are not intended to limit an administrator’s additional supervisory responsibilities. The Building Administrators are still expected to perform walk-throughs on a regular basis. The Certificated employee evaluation procedures in this plan are not intended to limit or invalidate a Certificated employee’s rights to due process as defined in existing Coeur d'Alene School District policy and Idaho Code.

The primary responsibility for monitoring the accurate implementation of the Coeur d'Alene School District’s evaluation plan and for providing on-going training to new employees (both instructional and administrative) lies with the Superintendent or his/her designee.

Observations: Periodic classroom observations will be included in the evaluation process with a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

Professional Practice: A majority of the evaluation of certificated personnel will be comprised of Professional Practice based on the Charlotte Danielson Framework for Teaching Second Edition. The evaluation will include at least one of the following as a measure to inform the Professional Practice portion: input received from parents/guardians, input received from students, and/or portfolios.

Student Achievement: Instructional staff evaluation ratings must, in part, be based on measurable student achievement as defined in Section 33-1001, Idaho Code, applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators as applicable to the position. This portion of the evaluation may be calculated using current and/or the immediate past year’s data and may use one or both years’. Growth in student achievement may be considered as an optional measure for all other school-based and District-based staff, as determined by the Board.

DOCUMENTATION
Teacher Observations

Building Administrators may use the Teacher Observation Narrative or Checklist to assist in collecting evidence to complete the Teacher Observations and Evaluation Summary.

Copies of the teacher observation narrative or checklist reports need to be:

1) attached to the teacher observation evaluation summary and sent to the employee’s personnel file in the District HR Department if there are areas needing improvement identified in the evaluation summary; or

2) discarded at the end of each school year.

Teacher Observations and Evaluation Summary

1. The Summative Evaluation will include all evidence collected to include rating of all components from the observation reports, walk-throughs, school involvement, lesson plans, parent/student communication, portfolios, etc.

2. Evaluation Rating System: Rating system will have three (3) rankings used to differential performance of teacher and pupil personnel certificates holders: Unsatisfactory being equal to 1; Basic/emerging being equal to 2; and Proficient being equal to 3. There will be an overall rating using the same rankings on the summative evaluation. The Evaluator will decide the overall rating by yearly performance to include: component ratings, parental/student input, portfolios, student achievement, etc.

3. The evaluator is required to include written comments on the Documented Observations form describing the criteria resulting in any element being marked as “emerging/basic” or “unsatisfactory.” Positive comments describing employee performance may also be included on the summary form.

4. The summative evaluation must include at least one of the following measures: parental/guardian input, student input, or portfolios.

5. The evaluator shall have the employee sign the originals. Evaluator gives the employee the originals and sends a copy to HR Department to be placed in their personnel file.

6. Only if a certificated employee is on a plan of assistance or a formal probation plan can the evaluator maintain a working file to include observation notes and forms for the duration of the improvement or probationary period beyond one school year.

**DEADLINES**

1. One documented observation must be completed and signed by all certificated staff by January 1st of each year.
A. SIGNED COPY DUE TO HR DEPARTMENT BY JAN. 30TH OF EACH YEAR

2. A second documented observation must be completed and signed by all certificated staff by June 1st of each year.

A. SIGNED COPY DUE TO HR DEPARTMENT BY END OF EACH SCHOOL YEAR

3. A written summative evaluation will be completed for each certificated employee by June 1st. A copy will be given to the employee.

A. SIGNED COPY DUE TO HR DEPARTMENT BY END OF EACH SCHOOL YEAR

REPORTING
The District will report the information required per the State Department of Education for State and Federal reporting purposes.

PROCESS

Pre-Observation Conference – (required for Plan I)
A pre-observation conference will be held between the evaluator and the employee prior to the formal observation. At this conference, the evaluator and the certificated employee should discuss the specific elements to focus on during the observation.

Formal Observation – (required for all certificated employees)
The Administration may use the Teacher Observation Checklist Report or the Teacher Observation Narrative Report when doing a formal observation. A formal lesson observation must consist of walkthroughs and at least one uninterrupted classroom observation of no less than twenty (20) minutes. At least one of the uninterrupted classroom observations should be prearranged by the evaluator, and at least two documented observations must be conducted each year.

Post Observation Conference – (required for all certificated employees)
Except in extenuating circumstances, the post-conference should be held within 5 teaching days of the formal observation. The certificated employee will sign the teacher observation evaluation summary report and given the originals. A copy of the teacher observation evaluation summary will be sent to the District HR department to be placed in their personnel file.

Rebuttal
The Certificated employee may submit a written rebuttal to the teacher observation report and/or the teacher evaluation summary and have it attached and placed in his/her district
employment file. The rebuttal should be initialed by both the employee and the evaluator to signify mutual awareness of the contents. Rebuttals should be submitted within 30 days.

PROCEDURES FOR IMPROVEMENT

Peer Mentoring: Any Professional Development Plan or Improvement Plan may include peer assistance, mentoring or instructional coaching. This can be initiated by the certificated staff member or the Supervisor.

Verbal Correction: Prior to receiving a mark of “unsatisfactory” or “emerging/basic” in any element on the evaluation summary, the evaluator will provide a verbal warning, along with observable expectations for improvement and reasonable time to remediate.

Emerging/Basic: The evaluator is required to include written comments on the Teacher Evaluation Summary describing the criteria resulting in any element being marked as “Emerging/Basic.” When a Certificated employee receives written notice on an evaluation summary that his/her performance in one or more domains is deemed to be “Emerging/Basic,” a Professional Assistance Plan focused on improvement in that domain may result. The Certificated employee will be encouraged to dedicate focused efforts to improve prior to the next evaluation cycle. Failure to show improvement in that domain on subsequent cycles may result in advancing to an “unsatisfactory” status.

Unsatisfactory Determination: Certificated employee shall receive a mark of “unsatisfactory” only after receiving a(n) “Emerging/Basic” in the same domain on the preceding evaluation unless there is compelling evidence or a justification to do so. The evaluator is required to include written comments on the Teacher Evaluation Summary describing the criteria resulting in any domain being marked as “unsatisfactory.”

Professional Assistance Plan: Whenever a Certificated employee receives an evaluation on which his/her performance is deemed to be “unsatisfactory” as cited in the previous evaluation, the certificated employee should be placed on a Professional Assistance Plan. The plan duration is recommended to be from six (6) to nine (9) weeks. The Professional Assistance Plan shall focus on the area(s) that were deemed to have been “unsatisfactory” on the evaluation. The plan should include; the area(s) that are unsatisfactory, a specific plan for improvement, and timelines for improvement.

If the certificated employee successfully completes the Professional Assistance Plan, he/she will be returned to Plan I status for the next formal evaluation cycle.

If the certificated employee has not completed the Professional Assistance Plan successfully, and if the evaluator has met the administrative support responsibilities cited in the Professional Assistance Plan, the certificated employee may be advanced to Formal Probation by the School Board of Trustees, upon the recommendation of the evaluator, and/or superintendent.
Formal Probation
The Formal Probation Plan will focus on those domains and elements requiring improvement. The plan duration must be at least eight (8) instructional weeks for those employees who are on a category 3 or renewable contract. Successful completion of the Probation Plan will result in a return to Plan I status for, minimally, the next formal evaluation cycle. Failure to successfully complete the Formal Probation Plan will result in the evaluator recommending to the School Board of Trustees non-renewal or termination of the employee. According to District policy and State code, a final determination of non-renewal or termination requires approval by the Board of Trustees.

Immediate Probation/Termination
A Certificated employee may be placed on formal probation and/or terminated when such action is determined to be criminal, grossly negligent and/or violates Board Policy and/or Code of Ethics for Idaho Professional Educators without following the above procedures.

Procedure History:
Promulgated on: 12/7/15
Revised on: 5/2/16, 12/5/16, 11/6/17, 3/5/18
**FIRST DOCUMENTED OBSERVATION(s)**

<table>
<thead>
<tr>
<th>Teacher</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluator</td>
<td>Date</td>
</tr>
<tr>
<td>Subject</td>
<td>Time</td>
</tr>
</tbody>
</table>

Must be completed by January 1st of each year. On the first and/or second documented observation, rate each of the 22 components: “U” for unsatisfactory, “E” for Emerging/Basic or a “P” for Proficient

<table>
<thead>
<tr>
<th>Ratings U/E/P</th>
<th>Domains with Components:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Domain 1: Planning and Preparation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Demonstrates Knowledge of Content and Pedagogy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Knowledge of Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Setting Instructional Outcomes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Knowledge of Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Designing Coherent Instruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. Designing Student Assessments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Domain 2: Classroom Environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Creating an Environment of Respect and Rapport</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Establishing a Culture for Learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Managing Classroom Procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Managing Student Behavior</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Organizing Physical Space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Domain 3: Instruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Communicating with Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Using Questioning and Discussion Techniques</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Engaging Students in Learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Using Assessment in Instruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Demonstrating Flexibility &amp; Responsiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Domain 4: Professional Responsibilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Reflecting on Teaching</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Maintaining Accurate Records</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Communicating with Families</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Participating in a Professional Community</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Growing and Developing Professionally</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. Showing Professionalism</td>
<td></td>
</tr>
</tbody>
</table>

Comments / Evidence Where Applicable

Reminder: Review IPLP (growth Plan) to be worked on during this year and confirm assessment to be used to measure student achievement by the end of the year.

I understand a copy is being placed in my personnel file in accordance with Idaho Code 33-518. Signature does not indicate agreement or disagreement with the statements herein.

Teacher Signature               Date               Evaluator Signature               Date
# SECOND DOCUMENTED OBSERVATION(s) AND SUMMATIVE EVALUATION

**Updated 10/10/17**

<table>
<thead>
<tr>
<th>Teacher</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluator</td>
<td>Date</td>
</tr>
<tr>
<td>Subject</td>
<td>Time</td>
</tr>
</tbody>
</table>

Must be completed by June 1st of year. On the first and/or second documented observation, rate each of the 22 components: “U” for unsatisfactory, “E” for Emerging/Basic or a “P” for Proficient

<table>
<thead>
<tr>
<th>Ratings U/E/P</th>
<th>Domains with components:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Domain 1: Planning and Preparation</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Demonstrates Knowledge of Content and Pedagogy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Knowledge of Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Setting Instructional Outcomes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Knowledge of Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Designing Coherent Instruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. Designing Student Assessments</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Domain 2: Classroom Environment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Creating an Environment of Respect and Rapport</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Establishing a Culture for Learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Managing Classroom Procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Managing Student Behavior</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Organizing Physical Space</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Domain 3: Instruction</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Communicating with Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Using Questioning and Discussion Techniques</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Engaging Students in Learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Using Assessment in Instruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Demonstrating Flexibility &amp; Responsiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Domain 4: Professional Responsibilities</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Reflecting on Teaching</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Maintaining Accurate Records</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. Communicating with Families</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Participating in a Professional Community</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. Growing and Developing Professionally</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. Showing Professionalism</td>
<td></td>
</tr>
</tbody>
</table>

Comments / Evidence Where Applicable
SUMMATIVE EVALUATION

Measureable student achievement: The measurement of student academic achievement or growth within a given interval of instruction for those students who have been enrolled in and attended 80% of the interval of instruction. Measurement will be chosen by supervisor with staff input using one or more of the assessments as checked below and provide summary of evidence.

- a. Pre-post tests
- b. Idaho Standards achievement test
- c. Student learning objectives
- d. Formative assessments
- e. Teacher-constructed assessment of student growth
- f. Performance based assessments
- g. IRI (Idaho reading indicators)
- h. College entrance exams such as PSAT, SAT, or ACT
- i. District adopted assessment(s); such as End-of-course exams (EOCs)
- j. Advanced placement exams
- k. Career Technical Exams

Other evidence of professional practice used by district for evaluation:

- Student surveys
- Parent Surveys
- Staff Portfolio

(Documentation was reviewed and discussed with staff member. Attach summary of information)

- Yes___ No___ Employee has demonstrated the majority of their students have met their measurable student achievement target using the checked assessment(s) above
- Yes___ No___ All evaluation components are marked emerging/basic or better
- Yes___ No___ An Individual Professional Learning Plan (growth plan) was completed

PROFESSIONAL PRACTICE SCORE: (includes observations, evidence and student achievement)

<table>
<thead>
<tr>
<th>1. Unsatisfactory</th>
<th>2. Basic</th>
<th>3. Proficient</th>
</tr>
</thead>
</table>

I recommend:

- [ ] Continued Employment
- [ ] No recommendation at this time
- [ ] Professional Assistance Plan (attached)
- [ ] Probation Plan (attached)
- [ ] Non-renewal / Non-employment

I understand a copy is being placed in my personnel file in accordance with Idaho Code 33-518. Signature does not indicate agreement or disagreement with the statements herein.

Certificated Staff Member’s Signature Date ____________________________
Evaluator Signature Date ____________________________
Teachers Name: First, Middle I, Last

Date of Last Conference

Date of Report

Administrator               Approximate Date of Next Conference

Grade/ Subject

AREA(S) NEEDING IMPROVEMENT

PLAN FOR IMPROVEMENT

TIMELINE FOR IMPROVEMENT

Signature of Teacher    Signature of Administrator

Date       Date
Certified Personnel Resignation (Release from Contract)

Certificated employees will notify the board in writing as soon as possible, if they do not intend to return to the school district for the next school year.

A certificated employee wishing to submit a resignation or a request for release from contract after the contract form has been signed will present a written request to the Superintendent’s office.

The employee must adequately demonstrate the specific reasons for his or her resignation to the Board. The Board’s decision, in part, will be determined by the ease with which an acceptable and qualified replacement can be found as identified by the Superintendent and the Board. In arriving at its decision, the Board will consider such factors as:

1. the timeliness of the request or resignation; and
2. the reasons given for the request or resignation; and
3. the difficulties that might be expected in securing a satisfactory replacement; and
4. the extent to which release or denial of release from the contract will contribute to the welfare of the district.

Should any certificated employee vacate his or her position without specific release by the board, the board may file a complaint with the Professional Standards Commission alleging unethical conduct pertaining to the breach of the teaching contract.

Classified employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two (2) week notice.

Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

Legal Reference

I.C. § 33-524 Principals to Determine New Staffing
I.C. § 33-1203 Accredited Teacher Training Requirements
I.C. § 33-1209 Proceedings to Revoke, Suspend, Deny, or Place Reasonable Conditions on a Certificate—Letters of Reprimand—Complaint—Subpoena Power—Hearing
I.C. § 72-1366 Personal Eligibility Conditions
I.D.A.P.A. 08.02.02.076.09 Code of Ethics for Idaho Professional Educators

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

Dress and Appearance

The Board encourages professional attire.

Everyone who works with children must consider the commitment to the position they hold and the type of work they do. Standards for personal appearance, which identify the person as a professional person, have long been established. The relationship enjoyed with the public, students, parents, and community at large, will be profoundly influenced by the staff’s appearance.

Policy History:
Adopted on: 12/7/15
Revised on:
Nonschool Employment by Professional Staff Members

A staff member’s outside work or self-employment is of concern to the Board insofar as it may:

1. Prevent the employee from performing assigned responsibilities in an effective manner;
2. Be prejudicial to proper effectiveness in the position or compromise the District; or
3. Raise a question of conflict of interest – for example, where the employee’s position in the District permits access to information or other advantage useful to the outside employer.

Therefore a regular, full-time employee’s position in the District shall take precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees’ performance of District assigned duties.

In addition, an employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.

Per the Idaho Code of Ethics for Educators, an employee cannot tutor students assigned to them for remuneration unless approved by the Board of Trustees.

Except by prior written authorization from the Superintendent, school buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.

Policy History:
Adopted on: 12/7/15
Revised on:
Professional Research and Publishing

The Board considers that the school system has proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time. However, the Board also recognizes the importance of encouraging its professionals’ writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time or as part of regular or special assignments for which they are paid, the school system will have sole rights in matters of publication or reproduction; however, the identity of the employee(s) who created the materials will be clearly recognized and noted.

In situations where the proprietary rights to material is in doubt—as, for example, when original instructional materials have been developed partially during working time or as part of a paid assignment, and partially during the staff member’s own time—arrangements will be made for the appropriate assignment of rights and any profits.

However, a staff member may use his or her background knowledge of programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication, except that articles purporting to represent school system policy will be cleared by the Superintendent who may, if the subject warrants, seek Board approval before they are released.

Cross-reference: 4250 Educational Research in District Schools

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

Employment Referrals and Prevention of Sexual Abuse

All employees, contractors, and agents of the District are prohibited from providing any recommendation for employment or otherwise helping an employee, contractor, or agent of the District in obtaining a job if they know or have probable cause to believe the individual has engaged in sexual misconduct with a student or minor in violation of the law.

This prohibition does not include following routine procedures regarding the transmission of administrative or personnel files.

These prohibitions shall not apply to cases in which the alleged misconduct was properly reported to law enforcement and any other authorities required by federal, state, or local law; and

1. The matter was officially closed;

2. The prosecutor or police with jurisdiction over the case investigated the allegations and notified District officials that there is insufficient information to establish probable cause that individual engaged in sexual misconduct with a minor or student in violation of the law;

3. The individual alleged to have engaged in sexual misconduct with a student or minor has been charged with and acquitted or otherwise exonerated of the sexual misconduct; or

4. The case or investigation has remained open and no indictment or other charges have been brought within four years of the date on which the information was provided to law enforcement.

Legal Reference: 20 USC § 7926 Prohibition on Aiding and Abetting Sexual Abuse

Policy History:
Adopted on: 10/7/19
Revised on:
Leaves of Absence

The Board believes that the provision of leaves in addition to the contractual leaves provided by the Master Agreement helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. The Board may also delegate this authority to a designee. If the Board delegates this authority it shall ratify or nullify the action regarding the request for a leave of absence at the next regularly scheduled meeting, or at a special meeting should the next regularly scheduled Board meeting not be within a period of twenty-one (21) days from the date of such action.

The Superintendent/designee shall develop procedures with guidelines for employees requesting a leave of absence.

Legal Reference:
42 USC 2000(e) Equal Employment Opportunities
I.C. § 33-506
I.C. § 33-513

Policy History:
Adopted on: 12/7/15
Revised on:
Professional Leave for Certificated Employees

A professional leave committee may be elected by each building professional staff. It shall be the duty of the committee to make recommendations for the allocation of professional leave days to the building principal.

Teachers must submit an application for professional leave to the chair of the building committee at least five (5) working days prior to the requested leave time. If a request is denied, the teacher shall be given written notification in a timely fashion.

The granting of professional growth opportunities and allowing professional employees leave of absences shall comply with the following administrative guidelines:

1. The request shall be made in writing in advance to the Superintendent;
2. The activities shall be of a direct value to the District;
3. The attendance of professional growth activities must not unduly interfere with an employee’s duties and responsibilities required by the District;
4. The request for professional growth leave of absence does not exceed the professional leave allotment assigned to each school by the District;
5. Out-of-District travel requests shall be completed before any employee is authorized to participate in professional growth activities; and
6. The Superintendent may approve days in addition to those stated in the allotment.

Professional leave will be based upon the number of staff, with written notification of allotment to each building annually at the beginning of the new school year.

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL 5400P2

Other Release Time for Certificated Employees

The Board recognizes that several of its employees possess professional expertise that is in demand by agencies other than the District. It additionally recognizes its professional obligation to provide the instructional and consultant services of these employees to other educational agencies and school districts both within and out of the State of Idaho. These consultant opportunities, in the Board’s judgment, benefit the District by encouraging the development of outstanding scholarship and professional growth, by providing avenues for challenge and job satisfaction, and ensuring that our community and its students receive the benefits inherent in such interaction with other educational agencies.

In the best interests of the District and the professional employee(s) requesting released time to provide instructional or consultant services, the following guidelines shall apply:

1. The released time must receive the recommendation of the employee's immediate supervisor and the approval of the Superintendent and/or his or her designee;

2. Vice-principals, principals, and other supervisory personnel requesting such released time must receive the approval of the or the Superintendent and/or designee;

3. A written leave request must be submitted to the immediate supervisor not less than ten days prior to the first day of anticipated leave;

4. Released time shall not be recommended which will result in the impairment of any educational program or loss of efficiency to the District;

5. The hiring agency or District shall be responsible for all costs associated with the consultant service including expenses for travel, food, lodging, and substitute pay. Honoraria, when provided, shall be remitted to the District;

6. Preference for released time shall be given to those professionals consulting in programs or curriculum for which the District has been awarded State, regional, and national recognition.

Policy History:
Promulgated on: 12/7/15
Revised on:
Requests to Serve on Special Commissions

Subject to administrative recommendation for approval by the Superintendent, the District may grant leaves of absence for professional staff members to serve on special commissions, committees, and/or task forces based on the following criteria and requirements:

1. The request shall be made in writing, in advance of acceptance of service, to the Superintendent;

2. In cases where the Superintendent determines the service will be of direct benefit to the District, the District will assume the costs of the substitute;

3. In cases where the Superintendent determines the service will be of indirect benefit to the District, but of direct benefit to the State, the person making the request and/or the agency authorized to establish the appointment will be required to pay the costs of the substitute;

4. In cases where the Superintendent determines the service will be of indirect benefit to the District and the State, but of direct benefit to the staff member, non-professional leave may be granted, without salary or benefits;

5. In cases where the Superintendent determines the special commission service will not meet the requirements set forth in steps 2, 3, or 4, the person making the request will be advised that serving would not be in the best interest of the District, to do so would be in violation of Board Policy, and that the request for leave is denied. Any leave taken without such approval shall be deemed a breach of contract by the professional staff member taking such unauthorized leave.

Legal Reference: I.C. § 33-513 Professional Personnel

Policy History:
Promulgated on: 12/7/15
Revised on:
Certificated Leave of Absence

Professional growth opportunities shall be provided to employees within the limitations of the District's budget, which may include funds to help defray an employee's expenses for approved professional growth activities. The District may contribute toward expenses for professional development activities by granting an employee, in part or in total, paid leave, paid travel, or paid subsistence, as appropriate. The District may require the employee to assume the cost of a substitute in their absence.

Discretion in granting leaves pursuant to policy is vested exclusively in the Board of Trustees. The Board is not bound by any prior decisions under this policy and may review each request received under this policy upon its own merits.

Subject to administrative recommendation for approval by the Board of Trustees, a limited number of certificated continuing contract personnel, as defined by Idaho Code 33-515, may be granted a maximum of one (1) year leave of absence from the District, with a position guaranteed on return to the District, subject to the following terms and conditions:

1. The guarantee of a position on return to the District may not guarantee the same position previously held, but a position for which the employee is certified;

2. The maximum number of certificated employees to be granted a leave of absence for any one year shall be ten (10);

3. Written application for leave must be submitted to the Superintendent by April 1 of the school year prior to the requested "leave year";

4. Written application must accompany each request from the building level administrator and shall be judged individually, in the sole discretion of the Board of Trustees, no decision prior to the Board being binding;

5. Granted leave shall be for a maximum of one year only;

6. The District shall not pay for, nor shall the employee be entitled to any salary or negotiated contract benefits, including insurance, during the leave of absence period except COBRA;

7. Upon return to the District, placement on the salary schedule in terms of experience will be at the next step from where the employee was under his or her last contract;

8. Accrued sick leave and seniority date will be carried forward upon the employee's return and re-employment if within the time constraints set forth herein;
9. The employee on leave will accept the responsibility of notifying the District and Superintendent by February 1 of the "leave year", of his or her intent to return to the District. A contract will thereafter be sent to the employee to sign in accordance with Idaho Code. Failure to notify the District or Superintendent as herein required shall be deemed a resignation of the employee;

10. The employee on leave shall notify the Superintendent as early as possible should he or she decide not to return to the District, and in any event no later than February 1 of the "leave year";

11. This leave of absence policy is designed for certificated, continuing contract employees. Only in a rare, exceptional case will a certificated non-continuing contract employee be granted a leave of absence;

12. The Board of Trustees may, at its discretion, grant additional one year leaves of absence without the guarantee of a position the following year. It may also extend a leave beyond one year without the guarantee of a position on the employee's return. In both such exceptions, the Board will give first consideration to the employee when vacancies occur for which the employee is qualified; and

13. The Board of Trustees may also, at its discretion, grant leaves of absence for a half year, or one semester. All the aforementioned terms for a one year leave of absence apply to a half year leave with the exception of numbers 9 and 10. The employee on a one-half year leave shall have the responsibility of notifying the District/Superintendent, by November 1 or February 1, which ever shall first occur subsequent to the grant of leave, of his or her intent to return to the District. A letter of intent will thereafter be sent to the employee to sign in accordance with Idaho Code. Failure of the employee to notify the District or Superintendent as herein required shall be deemed a resignation of the employee.

Procedure History:
Promulgated on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL 5400P5

Classified Leave of Absence

Discretion in granting leaves pursuant to policy is vested exclusively in the Board of Trustees. The Board is not bound by any prior decisions under this policy and may review each request received under this policy upon its own merits.

One Year’s Duration

Subject to the supervisor’s recommendation for approval by the Board, classified full-time employees may be granted a maximum one year leave of absence from the District with a position guaranteed on return to the District. A leave of absence always anticipates that an employee will return to service upon termination of the leave.

The leave is subject to the following terms:

1. The guarantee of a position on return to the district does not guarantee the same position previously held, but an equivalent position.

2. The employee must have worked three (3) complete years as a full-time benefit eligible employee for the Coeur d’Alene School District.

3. The employee must submit a written application for leave to the District Human Resource Department by April 1st of the school year prior to the requested “leave year”. This letter must be accompanied by a supervisor(s) written recommendation by April 1st.

4. The reason to request a leave of absence shall not include accepting another position. If, after the Board approves a leave, an employee accepts another position, the leave will be voided and deemed as a voluntary resignation of the employee.

5. Each request shall be judged individually, in the sole discretion of the Board of Trustees, no previous decision(s) of the Board being binding.

6. The District shall not pay for, nor shall the employee be entitled to, any salary or benefits, including insurance, during the leave of absence period except those rights provided by COBRA.

7. Upon return to the District, placement on the salary schedule in terms of experience will be the next step from where the employee was under his/her last position.

8. Accrued sick, personal, and vacation leave (if applicable) will be carried forward upon the employee’s return and re-employment if within the time constraints set forth herein.
9. The employee on leave will accept the responsibility of notifying the District Human Resource Department by February 1 of the “leave year” of his/her intent to return to the District. Failure to notify the District Human Resource Department as herein required shall be deemed a resignation of the employee.

10. The Board of Trustees may also, at its discretion, grant leaves of absences for less than a year. All the aforementioned terms for a one year leave of absence apply to less than a year leave with the exceptions of items 3 and 9. In place of item 3, the employee must submit a written application no later than the first week of the employee being absent due to the leave request. In place of item 9, the employee on less than a year leave shall have the responsibility of notifying the District Human Resource Department before the first half of the approved leave time is completed. Failure of the employee to notify the District Human Resource Department as herein required shall be deemed a resignation of the employee.

Policy History:
Promulgated on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

5403

Bereavement Leave

Up to ten (10) days Bereavement Leave will be granted for each occurrence of death in the employee’s immediate family. Immediate family is defined as spouse, child, step child, or a resident of similar relationship living in the same household. If a bereaved employee requests to the Supervisor to allow colleagues the opportunity to donate personal and/or incentive days to extend the paid leave, the District Human Resources Department will send out an email to certificated staff asking for donations of personal and/or incentive leave up to a maximum of ten (10) additional days.

Up to five (5) days Bereavement Leave will be granted for each occurrence of death of an employee’s other family member to be defined as parent, sibling, uncle, aunt, niece, nephew, grandparent, grandchild, the same individual related by law, or a resident of similar relationship living in the same household.

Bereavement leave must be used within ten (10) days of a death within the family, except in special circumstances with prior written authorization by the Superintendent or designee.

Up to one (1) day Bereavement Leave will be granted for each occurrence of death of a personal friend or other relative not listed above.

Procedure History:
Promulgated on: 12/7/15
Revised on:
Personal Sick Leave

The board, or its designee, may require medical verification from a licensed Physician for proof of illness and/or sickness for duty certification.

Unused sick leave will be accumulated from year to year as provided in the negotiated agreement, as long as an employee remains continually in the service of this school district.

All benefited employees of this district will be entitled to sick leave with full pay of one (1) day for each month of service, a major portion thereof as projected for the employment year. In no event will the board provide compensation for unused sick leave except as provided by Idaho Code, for retirement purposes.

Employees may accrue unused sick leave. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system.

Salary deductions shall be made for sick leave used in excess of that granted by this policy. For all employees, daily salary deductions shall be based on dividing the annual salary by the number of days required to be on duty during the school year.

FAMILY ILLNESS

Each employee will be allowed to use personal illness for immediate family illness to include spouse, children, siblings, parents, grandparents, grandchildren, in-laws, same members of the spouse’s family, and dependents residing in the household. Medical verification of the family member’s illness may be required to be provided to the District.

Legal Reference:  I.C. § 33-1216 Sick and Other Leave
                 I.C. § 33-1217 Transfer of Sick Leave
                 I.C. § 33-1228 Severance Allowance at Retirement
Family Medical Leave Act, 29 USC 2601 et seq., 29 DF2 825.100 to 825.800

Policy History:
Adopted on: 12/7/15
Revised on: 6/6/16, 11/7/16
Family and Medical Leave

In accordance with the provisions of the Family Medical Leave Act (FMLA) of 1993, a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons:

1. The birth of a child;
2. The placement of a child for adoption or foster care with the employee;
3. A serious health condition that makes the employee unable to perform the functions of the job;
4. To care for the employee's spouse, child, or parent with a serious health condition; or
5. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in the Armed Forces.

An employee is eligible to take FMLA leave if the employee has been employed for at least twelve (12) months, and has worked at least 1,250 hours during the twelve (12) months immediately prior to the date when the leave is requested. Further, an employee may only be eligible if there have been at least fifty (50) District employees within a seventy-five (75) mile radius.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service members.

Employees will be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will be designated FMLA Leave.

The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is twelve (12) months forward from the date of a particular employee’s first FMLA leave day.

Medical certification shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

The Board may deny coverage under this policy to an employee whose salary is in the highest ten percent (10%) of the employees employed by the District if such denial is necessary to prevent substantial and grievous economic injury to the District's operations.
Legal Reference: 29 USC 201 et. seq. Fair Labor Standards Act
29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act –

Policy History:
Adopted on: 12/7/15
Revised on:
Family and Medical Leave Procedure

**Who Is Eligible:** Employees are eligible if they have worked for the District for at least one (1) year, and for 1,250 hours over the previous twelve (12) months, and if there are at least fifty (50) District employees within a seventy-five (75) mile radius.

**Benefit:** Employees will retain their eligibility and rights to benefits accrued prior to the beginning of an approved FMLA leave. Under certain conditions, eligible employees, if qualified, may be entitled to up to twelve (12) weeks leave with continuing participation in the District’s group insurance plan.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty six (26) weeks of leave in a single twelve (12) month period to care for the service members.

**Reasons for Taking Leave:** Unpaid leave will be granted to eligible employees for any of the following reasons:

1. To care for the employee’s child after birth, or placement of a child for adoption or foster care with the employee; or
2. To care for the employee’s spouse, child, or parent (not including parents in-law) who has a serious health condition. A serious health condition is one which requires inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a healthcare provider; or
3. For a serious health condition that makes the employee unable to perform the employee’s job; or
4. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in support of a contingency operation.

**Substitution of Paid Leave:** Paid leave will be substituted for unpaid leave under the following circumstances:

1. Accumulated sick or personal leave will be utilized concurrently with any FMLA leave that is taken for a serious health reason as described in 2 or 3 above;
2. Accumulated vacation or personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in 1 above;
3. Accumulated sick leave will be utilized concurrently with FMLA leave whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to District policy; and
4. Whenever appropriate, workers’ compensation absences shall be designated FMLA leave.

**When Spouses are District Employees:** An eligible employee's right to take a Family & Medical Leave is not limited by the availability of another family member. A leave may be taken at the same time, or an overlapping basis or sequentially as long as the leave is taken because of one of the eligible circumstances. If spouses are employed by the District, they each are entitled to a total of twelve (12) weeks of leave per year. However, where the reason for the leave is for birth of a child, or because of adoption or foster care, or to care for a sick parent, such leave may be limited to an aggregate of twelve (12) weeks, between the married employees.

**Advance Notice:** Employees must provide thirty (30) days advance notice when the leave is foreseeable. In other situations an employee must give notice as soon as practicable. Leave may be allowed in emergency situations when no advance warning is possible. An application for a Family & Medical Leave must be submitted in writing to the Personnel Department. Inexcusable delays in notifying the District may result in the delay or denial of leave.

**Requests:** An application for leave form is to be completed whenever an employee is absent for an extended period of time or when an employee has need to be absent from work for continuing treatment by or under the supervision of a health care provider.

**Medical Certification:** The District will require that a health care provider verify the severity of the illness or condition, including when it commenced, its probable duration, and the medical facts surrounding the illness or condition to support a request for leave or any other absence because of a serious health condition (at employee expense), and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work statement. In the case of a third opinion, the employee and District will jointly select the health care provider and the cost of the third opinion will be paid by District.

**Intermittent/Reduced Leave:** Reduced schedule leave refers to a leave schedule that reduces the usual number of hours per week or per day. Intermittent leave is leave that is over one (1) week but under twelve (12) weeks in duration. FMLA leave may be taken “intermittently or on a reduced leave schedule” under certain circumstances. An employee who requests an intermittent or reduced schedule leave may be transferred temporarily into an equivalent position which better accommodates recurring periods of leave than the employee's regular position.

Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the approval of the District. Otherwise, leave must be taken consecutively within the first twelve (12) months after childbirth, adoption, or foster care placement. Where FMLA leave is taken to care for a sick family member or for an employee’s own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. An employee may be reassigned to accommodate intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that the District’s payroll system uses to account for absences or use of leave.
Insurance: The District will continue to pay the employer portion of the group health premiums such as medical, dental, vision, and life insurance for the employee if the employee was covered prior to beginning an approved FMLA leave. An employee out on FMLA leave is entitled to continued participation in the appropriate group health plan, but it is incumbent upon the employee to continue paying the portion of the premiums the employee usually pays throughout the leave period. Employees should make prior arrangements with the Payroll Department for payment of the employee portion of the group health premiums, if applicable. An employee’s eligibility to maintain health insurance coverage will lapse if the premium payment is more than thirty (30) days late. The District will mail notice of delinquency at least fifteen (15) days before coverage will cease.

If the employee chooses not to return to work, the employee shall be required to repay the premiums paid by District during the approved leave.

Return: Employees who are on a leave must notify their supervisor/director of their intent to return to work at least two weeks in advance. For employees who return to work upon or before the completion of the twelve (12) weeks, an effort shall be made to return the employee to their former position or one that is equivalent. An equivalent position is one that is equal in budgeted hours, shift, and pay. If the length of the leave exceeds twelve (12) work weeks, a position is not guaranteed. The employee may apply for the first available position for which he or she is qualified to perform.

Record Keeping: Employees, supervisors, and building administrators will forward requests, forms, and other material to payroll to facilitate proper record keeping. The Superintendent shall make, keep, and preserve records showing compliance with FMLA and in accordance with the Fair Labor Standards Act of 1938 and federal regulations.

Summer Vacation: The period during the summer vacation or other scheduled breaks, such as Christmas, an employee would not have been required to work will not count against that employee’s FMLA leave entitlement.

Special Rules for Instructional Employees

Leave More Than Five (5) Weeks Before End of Term: If an instructional employee begins FMLA leave more than five (5) weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

1. The leave is at least three (3) weeks; and
2. The employee’s return would take place during the last three-(3)-week period of the semester term.

Leave Less Than Five (5) Weeks Before End of Term: If an instructional employee begins FMLA leave for a purpose other than that employee’s own serious health condition less than five (5) weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:
1. The leave is longer than two (2) weeks; and
2. The employee’s return would take place during the last two-(2)-week period of the semester term.

**Leave Less Than Three (3) Weeks Before End of Term:** If an instructional employee begins FMLA leave for a purpose other than that employee’s own serious health condition less than three (3) weeks before the end of term, the District may require the employee to continue taking leave until the end of the academic term if the leave is longer than five (5) days.

Whenever an instructional employee is required to extend his or her leave, the leave should be treated as other leave under FMLA with the same rights to employment and benefits protection.

**Intermittent or Reduced Leave:** Under certain conditions, an instructional employee needing intermittent or reduced leave for more than twenty percent (20%) of the total working days over the leave period may be required by the District to:

1. Take leave for a period(s) of particular duration not to exceed the duration of treatment; or
2. Transfer to an alternate but equivalent position.

**Employee Notification of Policy**

A general notice from the Department of Labor explaining the FMLA's provisions and complaint procedures will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks or other written guidance concerning benefits or leave rights. No notification of rights under the FMLA or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

**Procedure History:**
Promulgated on: 12/7/15
Revised on: 6/6/16
Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the Coeur d’Alene School District supports this important role in our society. Upon receipt of the initial official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the District office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his or her assignment for the remainder of the regular work day.

All employees serving on jury duty during their normal work time, will receive paid leave from the District for up to ten (10) work days.

Legal References: I.C. § 2-201 et seq. Juries and Jurors

Policy History:
Adopted on: 12/7/15
Revised on:
Witness for Court Appearance Leave

District Related
Coeur d’Alene School District employees who are subpoenaed for a work related issue into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day(s) required for their appearance as a witness. Employees are required to receive prior approval of their immediate supervisor. The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the supervisor as soon as possible.

Non-District Related
Coeur d’Alene School District employees who are subpoenaed for a non-work related issue into court as a witness will be allowed leave for required court appearances. Employees are required to receive prior approval of their immediate supervisor. The employee will be granted un-paid leave to be a witness for court appearance providing the person submits a copy of the subpoena to the supervisor as soon as possible. If the employee has personal, incentive or vacation leave available, they may use such leave for paid time off.

Policy History:
Adopted on: 12/7/15
Revised on:
Classified Personal Leave

Each benefited classified employee shall be allowed two (2) days of personal leave per school year. The employee shall obtain prior approval, except in an emergency, from the supervisor/director of the need to use the day. The employee shall not be required to put the request in writing or to state the reason for the request unless:

- an employee needs to use personal leave before or after a school break of any kind (holiday, vacation, non-paid day, etc.). In such case, the reason must be stated in written form, approved by the supervisor/director, and is subject to final approval by the Superintendent of Schools.

Personal leave shall be defined as time needed to conduct transactions that shall not include any activity that:

- is illegal, immoral, or unethical, and/or
- provides the employee with monetary compensation for work performed on the personal leave day from an employer other than the school district.

Approved personal leave shall be reimbursed with full pay and benefits. Personal leave is accumulated up to a maximum of five (5) days.

Personal leave days are reported on the absence sheet as personal leave, which will not be deducted from the employee’s personal illness leave or vacation leave (if so entitled).

Personal leave days will be awarded prior to the start of each school year to classified employees who are benefited.

Upon approval of the Superintendent, three (3) additional days of emergency personal leave may be granted upon written request from the employee.

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

Classified Sick Leave Bank

The Board of Trustees hereby establishes a District sick leave bank governed by and subject to the following philosophy and regulations.

A. **Purpose:** The purpose of the sick leave bank shall be to provide classified employees who qualify by membership in the bank with additional sick leave days needed to recover from a temporary illness. The bank shall not be used as a reserve for time lost due to short term illness which would normally be covered by the employee's accumulated sick leave; nor for a normal delivery recovery period of six (6) weeks; nor for time lost due to illness in the family, bereavement, or for any purpose other than the employee’s personal illness.

B. **Administration:** The sick leave bank shall be administered by the classified sick leave council, which shall be comprised of four (4) classified employees appointed by the classified advisory council and one (1) administrator appointed by the Superintendent. The sick leave bank shall be chaired by one (1) of the four (4) appointed classified employees.

C. **Eligibility for Membership:** Membership in the sick leave bank shall be extended to any benefited classified employee of the District who works twenty (20) or more hours per week, who has accumulated one (1) day of personal sick leave as defined by Idaho Code 33-1216 and 33-1217. Any employee under the care of a physician or medical practitioner for medical reasons prior to October 1, 1991 is not eligible to join the sick leave bank.

D. **Membership:** After one (1) continuous school year of employment in the District, classified employees who donate (1) day of accumulated personal sick leave to the sick leave bank prior to October 1 of any year shall be members of the bank and eligible for its services.

E. **Waiting Period:** The sick leave bank will not approve requests for any pre-existing condition within a twelve (12) month period after member's enrollment date. A pre-existing condition is defined as a condition that, prior to a member's enrollment, required the care of a physician or medical practitioner.

F. **Donation:** Donations to the sick leave bank shall be governed to the following regulations:

1. A classified employee donating one (1) day of accumulated personal sick leave shall be a current member and shall continue as a current member until a special assessment is called for; and
2. Days donated to the sick leave bank shall be non-returnable to the donor as accumulated personal sick leave in the event of loss of bank membership or separation or transfer from the District.

G. **Maximum Capacity:** The sick leave bank shall accumulate unused bank days from year to year to a maximum capacity which shall not exceed double the number of current classified members as defined in the above Section C, Eligibility for 7. If the employee's request is approved, immediate transfer of the approved number of days from the sick leave bank to the employee shall be made.

H. **Special Assessment:** If, at any time during a school year, the sick leave bank's accumulated unused days drops to one-half (1/2) the bank's current membership, the classified sick leave council will notify the District that a special assessment of one (1) day per current member needs to be made. The District will distribute and collect donation forms which shall then be transmitted to the council. The council will give a list of donors to the District's human resource office so they can deduct one sick leave day from each donor's personal account. Any current member not donating a day under the special assessment shall be removed from membership in the sick leave bank. Current members who have no accumulated personal sick leave days at the time of the special assessment shall continue as current members without penalty. However, as soon as the member accumulates one sick leave day, it shall be donated to the bank.

I. **Maximum Withdrawal:** The maximum number of days that shall be available for withdrawal for any one employee's use in any one year shall not exceed a quarter (1/4) of the sick leave bank's days available at time of request.

J. **Classified Employee Use of Sick Leave Bank:** Members of the sick leave bank shall conform to the following regulations when requesting use of bank days:

1. The District's human resource office will verify that the employee has used all of their personal illness days and all but two (2) of their other accumulated leaves, making the employee eligible to apply for use of sick leave bank days;

2. The classified employee, or the employee's supervisor when the employee is physically incapable, shall secure written proof of illness from a licensed physician adequate to protect the District against malingering and false claims of illness as provided by Idaho Code 33-1216 and 33-1218;

3. The classified employee, or the employee's supervisor when the employee is physically incapable, shall request in writing the use of sick leave bank days accompanied by #2 above indicating with each request the number of days desired;
4. The classified employee's supervisor shall forward the above statements B and C with a personal recommendation for approval or disapproval to the District human resource department in writing within three (3) days of receipt of items B and C.

5. The classified sick leave council shall give full consideration to the classified employee's supervisor's recommendation and to the accompanying statements and shall make a final approval or disapproval of the request in full or in part in writing to the employee within approximately six (6) working days of receipt of items number 1 - 4 above; and

6. If the classified employee's request is approved, the District human resource department shall submit in writing the approved number of days to the District payroll department for action.

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

Insurance Benefits for Employees/ Trustees

The District defines benefits as economic “goods” granted to employees in addition to base pay. They include such items as, but not limited to, paid holidays, paid sick leave, paid bereavement leave, group life insurance, group health insurance, group dental insurance, workers’ compensation, unemployment insurance and pension plans.

The District contributes sums for the benefit of its employees for health, dental, and vision insurance based upon the plan’s underwriter’s premium structure. The District’s contributions may vary from year to year depending upon the carrier or underwriter’s premium structure. The District has traditionally offered a contribution for single or individual coverage plan or family coverage plan.

Newly hired certificated employees will be eligible for insurance benefits offered by the District consistent with the terms of the current collective bargaining agreement, if applicable.

Classified employees who work twenty (20) hours or more per week for five (5) consecutive months shall be entitled to the same group health insurance benefits applicable to certificated personnel.

Trustees will not be allowed to participate in the District’s group health insurance program.

Legal Reference:  I.C. § 33-517A School Districts – Non-Certificated Employees – Group Health Insurance
I.C. § 67-5763 Governmental Body Authorized to Make Contracts for Group Insurance for Officers and Employees

Policy History:
Adopted on: 12/7/15
Revised on:
School Holidays

The District designates the following days as school holidays:

1. New Year’s Day;
2. Presidents’ Day;
3. Memorial Day;
4. Independence Day;
5. Labor Day;
6. Thanksgiving Day and the day following; and
7. Christmas Day.

No school sessions will be held on these days. Other specified state holidays, if falling on a school day, will be observed with appropriate ceremonies. Martin Luther King/Idaho Human Rights Day will be commemorated by the schools of the District.

Each school in session on Veteran’s Day will conduct and observe an appropriate program for at least one class period remembering and honoring American veterans.

Each year, a day during the month of April designated as Arbor Day will be observed by such exercises as will encourage the planting, preservation, and protection of trees and shrubs.

In those cases where an employee, as defined in policy, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee’s regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee’s annual leave.

Legal Reference:  I.C. § 33-512 Governance of Schools
                I.C. § 33-1606 Arbor Day
                I.C. § 73-108 Holidays Enumerated

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL 5450

Vacation Leave

Staff eligible for paid vacation will be defined as any School District 271 employee whose school district salary is calculated for a minimum of 260 days.

The Superintendent will develop a vacation schedule for eligible employees.

Legal References: I.C. § 33-506 Organization and Government of Board of Trustees

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL 5450P

Vacation Leave

CLASSIFIED STAFF PAID VACATION SCHEDULE

Eligible Classified Staff who have completed twelve (12) consecutive months of employment with the district and who will be employed by the District for the succeeding school year will be eligible for vacation leave. If a legal holiday occurs during the vacation period, the vacation period will extend to cover the holiday. All vacation requests shall be arranged two (2) weeks in advance and must be approved by the employee's immediate supervisor. Classified staff who have established seniority through total number of service years to School District 271 will be given priority in order of seniority when requesting vacation periods.

Paid vacation allowances may be taken at times other than between June 10 and August 15, but only with the approval of the employee's immediate supervisor and if the District is not required to hire a substitute for the employee.

Classified employees must work one full year before becoming eligible for any paid vacation. After the first full year of employment, the employee has earned 5 working days of vacation and at that point in time, will also be credited in advance with the 2nd year’s vacation benefit of 10 days. After the first year, subsequent vacation benefits are always credited in advance upon the anniversary of the hire date. If employment is terminated for any reason prior to the end of the second or any subsequent year, the number of vacation days due will be prorated based on the number of full months worked after the anniversary hire date. For example, if at the time of termination, an employee had completed 3 full months of work after their anniversary hire date, they would be entitled to 3/12 (25%) of their annual vacation benefits, (i.e. 3 months = .25 x 10 = 2 1/2 days). If an employee has expended more vacation time than the calculated prorated amount the difference will be deducted from his/her final payroll check.

Classified staff shall be entitled to paid vacation as provided below:

<table>
<thead>
<tr>
<th>Years of Continuous Employment</th>
<th>Vacation Allowance</th>
<th>Maximum Vacation Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>5 days (after 1st year)</td>
<td>5 days</td>
</tr>
<tr>
<td>2 years through 5 years</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>6 years through 10 years</td>
<td>15</td>
<td>22.5</td>
</tr>
<tr>
<td>11 years and more</td>
<td>20</td>
<td>30</td>
</tr>
</tbody>
</table>

ADMINISTRATIVE STAFF PAID VACATION SCHEDULE

The Superintendent of Schools shall approve the dates of administrative vacations. Administrative staff who are exempt status, per the Federal Fair Labor Standards, and work for the School District in a 12 month position will be eligible for twenty (20) days of paid vacation upon hire.
VACATION ACCRUAL

Vacation days may be accrued to one and one-half (1.5) times the number of days that an employee is eligible for each year. When accrued vacation days exceed the maximum accrual allowed, those days are lost to the employee.

Beginning with the 1998-99 school year, vacation days may be accrued to two (2) times the number of days that an employee is eligible for ONLY during the 12 months prior to an employee’s retirement date. The retirement must be submitted, in writing, to the District Human Resource Department before the start of the employee’s last year of employment. The employee must also be eligible for retirement under the PERSI qualifications.

Legal References:   I.C. § 33-506 Organization and Government of Board of Trustees

Policy History:
Adopted on: 12/7/15
Revised on:
Worker’s Compensation Claims

Worker’s Compensation Insurance provides medical benefits for expenses resulting from work related injuries; and provides income benefits in cases of extended absences from work as a result of injury on the job.

The District is subject to Idaho’s Worker’s Compensation Law. The District’s designated worker’s compensation insurance carrier is the State Insurance Fund. All employees and volunteers of the District; classified, full-time, part-time, or temporary; are covered by Worker’s Compensation benefits pursuant to and in accordance with the terms of the District’s Worker’s Compensation insurance policy.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act
I.C. § 33-1216 Sick and Other Leave
I.C. § 72-101, et seq. Workers’ Compensation Act

Policy History:
Adopted on: 12/7/15
Revised on:
The following procedures apply to all work related accidents:

1. The injured employee shall immediately report all accidents and injuries to his or her immediate supervisor. Absent the need for emergency medical care, all school employees who require medical attention in the event of a workplace injury should communicate with their supervisor with regard to seeking out medical attention at the designated Occupational Health Clinics.

2. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the District’s Worker’s Compensation insurance policy.

3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee (or their supervisor) shall report the hazardous condition so it can be remediated as soon as possible.

4. The employee shall complete the District’s Worker’s Compensation report of injury forms with the District’s Human Resources Department within forty-eight (48) hours of the date of the work related accident (unless prohibited by the employee’s medical condition, in which case the forms shall be completed as soon as the employee’s medical condition reasonably allows).

5. On behalf of the employee, the District’s Human Resources Department shall immediately report the injury and claim to the District’s Worker’s Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho’s Worker’s Compensation Law.

6. In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Worker’s Compensation income benefits are made available to the employee under the District’s Worker’s Compensation insurance policy.

The District’s Human Resources Department shall notify the immediate supervisor of the accident/injury report, and shall consult with the immediate supervisor when completing the required reports.
An employee who is injured in a work related accident may be eligible for Workers’ Compensation benefits. Workers Compensation benefits include but may not be limited to medical, income, rehabilitation, temporary partial disability, permanent partial disability, and death benefits to family survivors. The scope of available benefits are described and defined by Idaho’s Worker’s Compensation Law, and this District Policy neither increases nor decreases the scope or availability of such benefits.

Upon receipt of a report of a work related accident, the District shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and
2. Whether the employee’s work environment caused or contributed to the reported work related accident.

The employee is required to cooperate with the District’s Worker’s Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker’s Compensation benefits, including but not limited to income benefits.

Employees are entitled to receive Workers Compensation income benefits and leave/vacation pay simultaneously; however, total income shall not exceed one hundred percent (100%) of the employee’s normal pay. All time missed due to a work related injury is included in the calculation of the employee’s leave available under the American Family Medical Leave Act (FMLA).

After the employee's leave is exhausted and the employee remains unable to return to work, the employee may request a Leave of Absence without pay or benefits. Otherwise, employment will be terminated.

In all instances where an employee was unable to work as a result of a work related injury, the employee must obtain a written work release from their treating licensed physician prior to returning to work. This release shall be provided to the employee’s immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee’s personnel file.

Policy History:
Promulgated on: 12/7/15
Revised on: 7/11/16
Coeur d’Alene School District No. 271

PERSONNEL

Military Leave of Absence

All District employees, other than those who are employed on a temporary basis, are entitled to military leave of absence when ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted, or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

The District shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of their rights, benefits, and obligations under USERRA and those of the District.

During any year in which Veterans Day is observed as a work day, but not a school day, all honorably discharged military, and currently serving Guard and Reserve members, shall be granted the option of taking that day as a paid non-work day.

Legal Reference:  I.C. § 46-407 Militia and Military Affairs/Reemployment Rights
                I.C. § 46-224 Militia and Military Affairs/Entitled to Restoration of Position After Leave of Absence for Military Training
                I.C. § 46-225 Militia and Military Affairs/Vacation, Sick Leave, Bonus and Advancement Unaffected by Leave
                USERRA, Title 38, Part 3, Chapter 43 U.S. Code

Policy History:
Adopted on: 12/7/15
Revised on: 6/6/16
Notice to District

All employees should provide either written or oral notice of upcoming military training to the District as soon as reasonably practical. The employee or an appropriate officer of the branch of military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders to the Superintendent. Notice shall include date of departure and date of return for purposes of military training ninety (90) days prior to the date of departure.

Military Leave for Training or Short Term Duty

Employees who are required to attend active duty, inactive-duty training, funeral honors duty, or field or coast defense training as a Reserve of the armed forces or member of the National Guard shall not suffer any loss of salary, seniority, or efficiency rating during the first 15 days of such absence in any fiscal year. Leave will be without loss of benefits.

In the case of a part-time employee, military leave for training or short-term duty shall accrue at a rate of 15 days per year multiplied by a percentage determined by dividing by 40 the number of hours in the regularly scheduled workweek of that employee during that fiscal year. Unused leave shall accumulate until it totals 15 days.

Completion of Military Training

Upon completion of military training, the employee shall give evidence of the satisfactory completion of such training immediately thereafter. The employee shall be restored to his or her previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. Such seniority shall continue to accrue during such period of absence.

Benefits for Uniformed Service Personnel On Active Duty

Salary: *(Note: Federal law does not require an employer to pay the salary of an employee on military leave except as specified in “Military Leave for Training or Short Term Duty” above.)*

Pension and Retirement Plans
Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for ninety (90) days or fewer. If the employee has been absent for military service for ninety-one (91) days or more, the District may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance

Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee’s military service is for 31 days to 24 months, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through the District for up to 24 months after the military leave begins or for the period of military service, whichever is shorter. The District’s obligation to provide health benefits ends once an employee’s military leave exceeds 24 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had he or she not been absent for military service.

Reporting to District Once Military Leave is Complete

The standard military service length and reporting times are:

**1 to 30 Days of Military Service:** The employee reports to the District by the beginning of the first scheduled work day that falls eight (8) hours after the end of the last calendar day of military service.

**31 to 180 Days of Military Service:** The employee must submit an application for reemployment no later than fourteen (14) days after completion of service in the armed forces. If the fourteenth (14th) day falls on a day when the District’s offices are not open or available to accept a reemployment application, the time extends to the next business day.

**181 Days or More of Military Service:** The employee must submit an application for reemployment no later than ninety (90) days after completion of military service. If the ninetieth (90th) day falls on a day when the employee’s offices are not open or available to accept a reemployment application, the time extends to the next business day.

**Cases of Disability:** Employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two (2) years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases the employee must return to work as soon as possible.
Disqualification From Returning to Work

There are four (4) conditions that disqualify an employee from exercising his or her right to reemployment after military service:

1. A dishonorable or bad conduct discharge;
2. Separation from the service under “other than honorable conditions”;
3. A commissioned officer’s dismissal via court martial or by order of the President; and
4. When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment.

Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on “Military Leave of Absence” upon written application and will be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and
2. They must report to claim reinstatement within the timelines specified under “Reporting to District Once Military Leave is Complete” above.

After an employee has been absent for thirty-one (31) days or more of military service, the District may ask the employee or the employee’s military unit for documentation showing that:

1. The employee submitted a timely application for reemployment;
2. The employee’s length of military service has not exceeded the five (5) year limitation; and
3. The employee’s separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held, or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, the District will make reasonable efforts to accommodate the disability.

Legal Reference: I.C. § 46-407 Militia and Military Affairs/Reemployment Rights
I.C. § 46-224 Militia and Military Affairs/Entitled to Restoration
of Position After Leave of Absence for Military Training

I.C. § 46-225 Militia and Military Affairs/Vacation, Sick Leave, Bonus and Advancement Unaffected by Leave

38 USC §§ 4301 Uniformed Services Employment and Reemployment Act (“USERRA”).

5 USC § 6323 Military Leave; Reserves and National Guardsmen

Procedure History:
Promulgated on: 12/7/15
Revised on: 6/6/16, 8/6/18
Leadership Premiums

The Board shall have in place a plan and criteria for providing leadership premium compensation to reward teachers and pupil service staff for serving in a leadership capacity in their schools per Idaho Code.

Leadership priorities will be based upon one or more of the criteria below as identified by a committee consisting of teachers, administrators, and other district stakeholders and approved by the Board. The decision as to whom and how many instructional and pupil service employees receive leadership premiums shall not be subject to collective bargaining and shall not become a part of the negotiated agreement.

These premiums shall be valid only for the fiscal year for which the awards are made. Duties related to student activities and athletics shall not be eligible for leadership premiums.

Legal Reference:  I.C. § 33-1004F Obligations to Retirement and Social Security Benefits
                     I.C. § 33-1004J Leadership Premiums

Policy History:
Adopted on: 12/7/15
Revised on: 11/7/16
Payroll Deductions

All payroll warrants are subject to those deductions which are required by statute of the State of Idaho and the federal government. Any other payroll deductions for school employees will be in accordance with Board policy and upon written authorization of the employee.

Compulsory payroll deductions will be made as required by Idaho and federal law.

Optional deductions will be made upon written request by the employee for such purposes as approved by the Board.

The Superintendent shall develop rules and regulations which govern payroll procedures and payroll deductions.

Payroll deductions shall only be allowed for medical programs and tax sheltered annuities pursuant to appropriate Internal Revenue Service codes.

Other types of payroll deductions must be approved by the administration and will only be allowed for plans that offer a group rate. Payroll deductions will only be approved if the deduction is required for the group rate or offers additional savings to the employee. In order to keep these types of deductions to a manageable number, as a general guideline, the plans must have received an endorsement through an educational State agency; such as the Idaho Association of School Business Officials, the Idaho School Boards Association, or the Idaho Education Association; wherein there was an open procedure to select one company.

As a general guideline, ten (10) employees shall be the minimum number required to gain approval for a payroll deduction associated with any organization other than State or federal agencies.

Legal Reference:  
I.C. § 33-506 Organization and Government of Board of Trustees  
I.C. § 33-702 School Warrants  
Internal Revenue Service Codes 403(b) or 504C-3

Policy History:  
Adopted on: 12/7/15  
Revised on:
Personnel Files

A personnel file for each employee will be maintained by this District. Each file will contain any and all material relevant to the evaluation of the employee. Timely notice will be given to the employee of all materials placed in the personnel file. The employee will have the right to attach a rebuttal to any materials that are objected to by the employee.

Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency.

An employee has the right to access his or her own personnel file upon request and will be provided copies of materials contained in the file. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

Cross Reference: 4260 Public Access to District Records
5100 Hiring Process and Criteria
5205 Job Descriptions
5240F Sexual Harassment/Intimidation in the Workplace Policy
Acknowledgement
5330F Employee Electronic Mail and On-Line Services Use
Acknowledgment
5340 Evaluation of Certificated Personnel
5500 Personnel Files
5820 Evaluation of Non-Certified Staff

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act
29 C.F.R. § 516.2 and 3 Record Keeping Requirements
I.C. § 74-106 Records Exempt from Disclosure – Personnel Files, etc.
I.C. § 33-517 Non-Certificated Personnel
I.C. § 33-518 Employee Personnel Files
I.C. § 33-1210 Information on Past Job Performance

Policy History:
Adopted on: 12/7/15
Revised on:
Coeur d’Alene School District No. 271

PERSONNEL

Procedures for Releasing Personnel Records to Hiring School Districts

1. No later than twenty (20) days after receiving a request from another Idaho public school, the district shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee’s personnel file relating to job performance or job related conduct. [NOTE: The District may provide records in electronic format.]

Pursuant to State law, the only information or documentation that the District must provide pursuant to a request under Idaho Code is:

A. All annual evaluations;
B. Letters of reprimand;
C. Letters of direction;
D. Letters of commendation or award;
E. Disciplinarian actions and documentation of discipline investigations;
F. Recommendations for probation;
G. Notices of probation and notices of removal from probation;
H. Recommendations for termination or nonrenewal;
I. Notices of termination or nonrenewal;
J. Notices from the professional standards commission of Idaho or any other such similar State agency of action taken against an individual's certificate; and
K. Any rebuttal documentation filed by the employee relative to any of the above documents.

In an effort to save time and expense in responding to such requests, the District will provide only the above information in response to a request for documentation under Idaho Code. Names of students or fellow employee complainants, other than the employee’s administrative evaluator or other administrative authors of communication to the employee shall be redacted from information provided in response to a request.

2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.

3. Neither the Board nor any District employee who, in good faith, discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure or the consequences of such disclosure.

Procedure History:
Promulgated on: 12/7/15
Revised on:
Personnel Record Contents

The District shall maintain official District files for employees.

An employee has the right to access his or her own personnel file upon request and will be provided copies of materials contained in the file. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

Other Files upon Separation

Idaho law recognizes that other files may be kept relative to employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee’s personnel file. Names of students, fellow employees, or complainants (with the exception of the employee’s administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten (10) days of placement in the personnel file and written notice of their inclusion in the file by sending such to the employee’s last known address. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

Record Keeping Requirements under the Fair Labor Standards Act

In addition to the information to be placed in an employee’s personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:
   A. Name in full (same name as used for Social Security);
   B. Employee’s home address, including zip code;
   C. Date of birth if under the age of nineteen (19);
   D. Gender (may be indicated with Male/Female, M/F, or a Mr., Mrs., Miss, or Ms.);
   E. Time of day and day of week on which the employee’s work week begins;
   F. Basis on which wages are paid (such as $5/hour, $200/week, etc.);
   G. Any payment made which is not counted as part of the “regular rate”;
   H. Total wages paid each pay period; and
   I. I-9.
2. Additional records required for non-exempt employees:

   A. Regular hourly rate of pay during any week when overtime is worked;
   B. Hours worked in any work day, meaning a consecutive twenty-four (24) hour period);
   C. Hours worked in any work week, or work period in case of 207[k]);
   D. Total daily or weekly straight-time earnings, including payment for hours in excess of forty (40) per week, but excluding premium pay for overtime;
   E. Total overtime premium pay for a work week;
   F. Date of payment and the pay period covered;
   G. Total deductions from or additions to wages each pay period;
   H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
   I. Number of hours of compensatory time earned each pay period;
   J. Number of hours of compensatory time used each pay period; and
   K. Number of hours of compensatory time compensated in cash, the total amount paid, and the dates of such payments.

Procedure History:
Promulgated on: 12/7/15
Revised on:
Prevention of Disease Transmission

In order to protect the rights of all individuals within School District 271 during the course of normal school-related activities, the District recognizes the need to adopt specific policies as they relate to faculty, staff, and students. This policy and the District procedures which accompany it are intended to reduce the potential for employee and student exposure to communicable diseases and blood-borne diseases while in performance of the daily duties and responsibilities, or while attending school.

It is the policy of the District to provide a reasonably safe work environment with the right of the District to make appropriate work assignments.

This District will not require disclosure of a student, staff, or faculty member’s communicable disease status. Any information, known to the District or its employees, regarding an individual’s communicable disease status will be confidential unless the employee gives his or her prior approval for disclosure, or such disclosure is required by law.

As a general rule, no work restriction will be placed on an infected employee unless the employee has contracted or is in danger of contracting or transmitting a transmittable secondary disease. Any work restriction requested by or imposed on an employee as a consequence of his or her disease status must be initiated or approved by the employee’s physician, the employee’s supervisor, and the Superintendent.

Any employee who violates any portion of this policy or who refuses to work with another employee or a student who has a communicable disease may be disciplined. Such disciplinary action may include suspension or dismissal.

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

Legal References:
Section 504 of the 1973 Rehabilitation Act
The Americans with Disabilities Act, 42 U.S. Code 12101 et al.
Idaho State Department of Education HIV/AIDS Policy Guidelines, September 1994

Policy History:
Adopted on: 12/7/15
Revised on:
Prevention of Disease Transmission

For all practical intents and purposes, most personnel would be classified as having "reasonably anticipated" or "Good Samaritan" exposure potential, not "occupationally exposed" potential. Some personnel are trained first aid providers but are not required by their job description to provide first aid, nor does their job exist for the sole purpose of providing medical care. However, trained personnel are expected to help out and assist in any emergency situation at any time.

Medical records are considered confidential and may not be revealed without written permission. Disclosure of student personal information, including medical records, is governed by federal and State laws. Confidential information cannot be disclosed to third parties without first securing the written consent of the parent, unless the exceptions set forth in the law are applicable.

Workplace Controls

All District employees and volunteers will take all reasonable precautions to avoid direct contact with blood, blood products, or other infectious fluids. Universal precautions and common sense will be observed and relied upon for exposure control. Employees and volunteers shall treat all blood as if it were infected.

Whenever District employees or volunteers are required to assist ill or injured persons, the following procedures must be followed to minimize direct contact with blood or bodily fluids:

1. Appropriate barrier precautions will be used when contact with blood or other bodily fluids is anticipated. Latex gloves will be worn whenever blood and body fluids, mucous membranes or non-intact skin must be touched. Gloves will also be worn when handling items or surfaces soiled with blood or body fluids. Gloves must be changed whenever a new person is handled.

2. Hand and other skin surfaces will be washed with soap and water immediately and thoroughly whenever contaminated with blood or other body fluids.

3. Extra precautions will be taken to prevent injuries caused by needles or other sharp instruments or devices while these sharp objects a cleaned or disposed of in public.

4. Soiled clothing, uniforms, and linen will be handled as little as possible so as to prevent microbial contamination of air and other persons. Contaminated clothing and cloth materials will be washed separately using hot water and detergent. Dry cleaning will also inactivate known pathogens.
5. Surfaces that are contaminated with blood or body fluids will be decontaminated with a ten (10) to one (1) chlorine bleach solution or a disinfectant designed specifically for institutional cleaning and disinfection in schools. See product label for complete directions.

The District will comply with policies and procedures of the Idaho High School Activities Association regarding student athletics to prevent the spread of disease at school. The District will also follow the most current Center of Disease Control's "Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood Borne Pathogens in Health-Care Settings."

District Food Service will follow Panhandle Health Department guidelines.

Whenever possible, reasonable accommodations will be made for staff, and faculty who are positively diagnosed with an infectious disease. Decisions about an individual with an infectious disease shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice. An individual infected with a blood-borne disease is also expected not to engage in any practices that would pose a threat of transmission of the virus to others.

Clean Up and Disposal

Procedures appropriate for preventing transmission of blood-borne infectious diseases should be rigorously observed.

Any material such as bandages, rags, blankets, pillows, clothing, and personal protective equipment that contacts blood must be accumulated and placed in a bag for proper disposal.

Any used needles or sharps must be placed in a hard container labeled as "BIOHAZARD" for proper disposal at a local hospital or clinic prepared to handle these wastes.

Hepatitis Vaccination

Although most employees are not "occupationally exposed" there is potential for exposure due to the mere nature of the job and the number of personnel and students in each building. Employees who routinely work in higher risk situations should be vaccinated against Hepatitis B through their individual physicians.

Post-Exposure

In the event an employee is exposed to possible infection, the following actions must be taken:

1. Notify the building principal or program director immediately;
2. Select a physician of choice to take charge of the situation, including such matters as documentation, blood testing, counseling, and reporting;
3. All follow-up actions shall remain confidential; and
4. The physician of choice must be given a copy of the Board's policy on blood-borne pathogens, this exposure control plan, and the complete Occupational Safety and Health Administration standard.

Training

Training will be given to personnel annually. All training must be documented.

The District will base its employment, promotion, and tenure decisions on its current criteria of qualifications. Every attempt will be made to ensure essential job functions are carried out in a manner that reasonably accommodates the infected individual and others.

Procedure History:
Promulgated on: 12/7/15
Revised on: 7/1/19
Staff Protection

The Board shall support and assist any school employee who suffers assault, battery, or verbal abuse by a student or other persons while the school employee is acting within the course and scope of his or her employment and within the scope of the District’s policies.

Should a pupil or other person abuse a school employee, the incident shall immediately be reported to the building principal or administrator. As the situation warrants, the building principal shall notify the Superintendent of Schools who shall notify the Board members and proper authorities.

Any employee who suffers assault, battery, or verbal abuse shall follow the same reporting procedures as outlined in the Board policy on harassment.

Legal Reference:  
I.C. § 6-901 et seq.  Tort Claims Against Governmental Entities  
I.C. § 18-916  Abuse of School Teachers  
I.C. § 33-1222  Freedom from Abuse

Policy History:  
Adopted on: 12/7/15  
Revised on:
Substitutes

The term “substitute teacher” as defined in I.C. § 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during a school year. Substitutes may also replace Special Education Paraprofessionals.

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five (5) years. It shall be the policy of the District to recruit and select the best certificated substitute teachers. Building orientation of substitute teachers shall be the responsibility of the principal in each elementary and secondary building.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute.

The Board annually establishes a daily rate of pay for substitute teachers. After ten (10) consecutive days of substitute teaching for the same classroom teacher, the substitute shall be paid at a higher rate of pay. Subject to the terms of a current collective bargaining agreement, no fringe benefits are given to substitute teachers.

Substitutes for other classified positions will be paid by the hour.

Cross Reference: 5110 Criminal History / Background Checks

Legal Reference: I.C. § 33-130 Criminal History Checks for School District Employees or Applicants for Certificates

I.C. § 33-512(15) Governance of Schools

Policy History:
Adopted on: 12/7/15
Revised on:
Paraprofessionals

Paraprofessionals, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by Paraprofessionals will encompass a variety of tasks that may be inclusive of “limited instructional duties.”

Under federal law, a paraprofessional, also known as a “paraeducator,” an “education assistant” or an “instructional assistant,” is defined as an individual who is employed in a preschool, elementary school, or secondary school under the supervision of a certificated or licensed teacher, and includes persons employed in language instruction educational programs, special education programs, and migrant education programs.

In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties that are newly hired in a Title I school-wide program to have a high school diploma or general equivalency diploma (GED) and:

1. Demonstrate through a state approved academic assessment knowledge of and the ability to assist in instructing or preparing students to be instructed as applicable to the academic areas they are providing support in; or

2. Have completed at least two (2) years of study at an accredited postsecondary educational institution.; or

3. Obtained an associate degree or higher level degree;

It is the responsibility of each principal and teacher to provide adequate training for a Paraprofessional. This training should take into account the unique situations in which a Paraprofessional works and should be designed to cover the general contingencies that might be expected to pertain to that situation.

The Superintendent shall develop and implement procedures for evaluations of classified staff. Evaluation results shall be a factor in future employment decisions.

Legal Reference: 20 USC § 6312 Local Agency Plans, as amended by ESSA of 2015
20 USC § 6314 School Wide Programs, as amended by ESSA of 2015
20 USC §§ 7011, 7801 Definitions, as amended by ESSA of 2015
IDAPA 08.02.02.0007.10.a Paraprofessional.

Policy History:
Adopted on: 12/7/15
Revised on: 12/4/17, 8/6/18
Private Service Providers/Consultants

The District encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of the District. The District, through the Superintendent as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to students. The Board of Trustees of this District authorizes the Superintendent or designee to enter into agreements with private service providers when he or she determines that the necessary educational services are not available through the District or that it is in the best interest of a student and the District to enter into an agreement with a private service provider. Such agreements may be entered into for services identified on a student’s IEP or 504 plan, or for other educational services as needed by the District.

The Superintendent or designee shall select private service providers hired pursuant to this policy based on their qualifications, work experience, availability, lack of conflict of interest with the District, and financial stability. While the Superintendent or designee may also consider a parent’s request for a particular service provider, such request will not be the controlling factor in selecting a private service provider. All private service providers and their employees shall be fully qualified to provide the services the agreement specifies.

Services provided by a private service provider/consultant (hereinafter referred to as “PSP”), and the frequency and duration of such services, shall be pursuant to the terms of the contract between the PSP and the District. Any contract the District enters into with the PSP shall provide the responsibility for eligibility determination, choice of educational methodology, and other determinations of educational services and programs which shall be retained at all times by the District. Any agreement signed by the Superintendent or designee with private service providers, pursuant to this policy, shall also set forth the terms of the agreement, the relationship of the parties, the services to be provided, provisions for record keeping and confidentiality of records, the billing procedures, as well as other terms that are deemed to be necessary.

Prior to being hired, the PSP shall undergo a background check in the same manner as any new employee or volunteer of the District. The same requirements shall apply to the PSP.

The Superintendent/designee shall conduct periodic reviews of the services of the PSP. The Board may request that the Superintendent provide the Board with the review findings of the PSP.

Consultants shall exercise no authority over the work of District employees, but shall act only as advisors in those fields in which they are qualified to offer assistance and for which they are employed.
Compensation

PSP compensation shall be approved by the Board prior to invitation and arrangement for visitation by such person or persons to the District except when such compensation is within the amount specifically budgeted.
All consultants shall be hired based on a written contract which shall not exceed twelve (12) months.

Confidentiality

The PSP shall at all times maintain confidentiality pursuant to the Family Educational Records and Privacy Act (FERPA) of all records of services, including, but not limited to, identifying information regarding the student and services, observations, evaluations, and assessments.

Definition

Private service provider or consultant means a person, group, agency, or organization that meets the following conditions:

1. Is not an employee of the District or a public agency with legal jurisdiction over the circumstances related to the provider/consultant’s involvement with the student; and
2. Is paid for services provided to the student.

A PSP is an individual, either self-employed or working for an agency, who is properly licensed and/or certified to provide the educational service for which he or she is contracted.

Examples of private service providers include psychologist, counselor, targeted service provider, behavioral therapist, speech therapist, occupational therapist, physical therapist, social worker, and psychosocial rehabilitation specialist.

Examples of consultants include attorney, auditor, architect, agents of record, and others with technical skills or professional training.

Cross Reference: 4600 Volunteer Assistance
4420 Sex Offenders
5110 Fingerprints and Criminal Background Investigations
5720 Volunteers/Contractors

Legal Reference: I.C. § 33-506 Organization and Government of the Board of Trustees
I.C. § 33-512 Governance of Schools
20 U.S.C. § 1232g; 34 CFR Part 99 Family Education Records and Privacy Act

Policy History:
Adopted on: 12/7/15
Revised on:
Reduction in Force

A reduction in force may occur when the Board of Trustees determines that it is in the best interest of this district to reduce the number of contracted certificated employees because of a financial emergency, shifting student population levels, decrease in enrollment or changes in curriculum.

The District hereby adopts procedures to implement a Reduction in Force (RIF) without regard to seniority or contract status attached as 5740P. If it is determined that a RIF is necessary, the Board of Trustees directs the Administration to effect the reductions by implementing this policy after having attempted to reduce the staff to a desired number through attrition and/or reassignment or other means to preserve the staff’s employment that may be available at that time.

It is the intent of the Board that the individual and cumulative effect of the procedures on the education of students and the best long-term and short-term interest of the school district be considered. It is further the intent of the Board that primary consideration be the quality of instruction and the progress that students are making throughout the course of the school year as well as properly endorsed Highly Qualified instructors to be in classroom positions in order for the District to be compliant with federal and state education requirements. Therefore the procedures set forth as attached (5740P) shall be considered in terms of this total context.

If the Board determines that a RIF will be implemented, the Superintendent shall submit a list of the certificated employees recommended for release, through the District procedures, and shall make recommendations to the Board as to what due process, if any, the Board is required to implement for each individual personnel situation.

Definition

As used in this policy, “certificated employee” shall mean any employee defined by Idaho Code 33-1201 (as now existing or hereafter amended) and apply to any employee of the District who holds a certificate issued by the State Board of Education and who is employed in an instructional or administrative position that requires such a certificate. The Superintendent is exempt from this policy.
Legal Reference:
§ I.C. 33-513 Professional Personnel
§ I.C. 33-514 Issuance of Annual Contracts
§ I.C. 33-514A Issuance of a Limited Contract—Category 1 Contract
§ I.C. 33-515 Issuance of Renewable Contracts
§ I.C. 33-522 Financial Emergency
§ I.C. 33-522A Reductions in Force
§ I.C. 33-523 Principals to Determine New Staffing
§ I.C. 33-1201 Certificate Required


Policy History:
Adopted on: 12/7/15
Revised on: 6/6/16
Reduction in Force Procedures

1. Staff reduction procedures will apply only to certificated employees as defined by policy.
2. Employees reduced under this policy will be presumed to have been performing satisfactorily.
3. Prior to commencing action to terminate certificated employee contracts under these procedures, the District Administration will determine what building(s), grade level(s), and/or subject matter(s) need to be reduced per this policy. The District Administration will make a list of the certificated employee’s name, subject, grade level and building.
4. Prior to commencing action to terminate certificated employee contracts under these procedures, the District Administration will give due consideration to its ability to effectuate position elimination and/or reduction in staff in positions identified in #4 above by:
   a. Voluntary retirements
   b. Voluntary resignation
   c. Reassignment/Transfers of existing staff members
   d. Voluntary leave of absence
5. In the event a RIF is required, certificated employees, who are retained pursuant to this policy, may be reassigned if suitable position openings are available in instructional areas for which they are endorsed, highly qualified and for which the principal has approved transfer as per Idaho Code requirements.
6. In making a determination as to the individuals to be released pursuant to the RIF, consideration (without priority) will be given to the following criteria. Each criterion, below, shall be considered in terms of the total context when selecting those employees who are to be considered for reduction. The following criterion will be considered:
   a. Evaluations
   b. Professional Standards and Conduct
   c. Educational Certification and Credentials
   d. Professional Contributions
7. Certified employees on the RIF list cannot transfer into a position that would cause another employee (not on the RIF list) to lose their position.
8. For each employee subjected to RIF, a certificated employee profile shall be developed by the HR department, applying the criterion to each respective certificated employee.
9. The Human Resource Department shall advance notice (notification) of the possible RIF to all certificated employees who may be released, based upon the number of such employees who may be released, in whole or in part, and the school programs, certificated positions or categories of positions that may be affected.
10. Accompanying the notification, the Human Resource Department shall provide a copy of their certificated employee profile, utilizing the established point system, along with a copy of this policy and procedures.
11. If a certificated employee receiving a Certificated Employee Profile believes that there is an error that has been made on their profile, the certificated employee shall notify the Human Resource Department of his/her concern of an error, in writing, by the close of the school day on the 3rd school day after the employee Profile has been delivered to the certificated employee. The written notice shall specifically identify what element(s) of the Certificated Employee Profile are believed to be erroneous and explain specifically why the element(s) is/are believed to be in error.

12. If the Human Resource Department receives notice of possible error, each such written notice, timely received, shall be individually reviewed for possible reconsideration or evaluation of the information used to create the Certificated Employee Profile. This may include a member of the District’s or School’s Administration communicating directly with the certificated employee to obtain more information or documentation relating to the alleged error.
   a. If the Human Resource Department determines that an error was made in completion of the Certificated Employee Profile, a new profile will be created and forwarded to the certificated employee in question.
   b. If the Human Resource Department determines that no error was made in completion of the Certificated Employee Profile, the certificated employee shall be notified of the determination.
   c. The certificated employee shall have a period of three school days to file written notice of an appeal of this decision to the District’s Superintendent. Thereafter the Superintendent or designee of the Superintendent shall review the dispute, in whatever manner the Superintendent/designee deems appropriate for the circumstances, and make a final decision on the issue of the appeal and questioned error of the Certificated Employee Profile. The final decision is exempt from any Grievance Policy now in existence or hereafter modified/created.

13. The General Standards governing selection of employees subject to RIF are as follows:
   a. such selection shall not discriminate in violation of the law; and
   b. such selection shall provide for the highest quality instruction to the students within the available means; and
   c. the procedures to be implemented under such circumstances provide to employees of the District their rights in conformity with statutes of the State of Idaho.

14. Certificated staff members not affected by this reduction in force policy may be reassigned and may have extra duty assignments removed with appropriate reductions of salaries from pre-existing salary levels. In the event that an administrative position becomes available in this district while the reduction in force policy is in affect, the board is not obligated to follow the criteria as set forth above, but may select an individual it deems to be the most qualified individual for that position.

15. Certificated employees who are affected by the implementation of this reduction in force policy will be promptly notified in writing of the Board’s decision or actions that need to be taken by the Board relating to applicable due process activities, if any. Any certificated employee who loses a position as a result of the Reduction in Force shall be placed on a recall list for two years from the effective date of the RIF. When an opening occurs, Principals may choose whether or not to use the list for recall of a position,
subject to approval by the Board of Trustees and the Administration. However, if a position is opened, it shall be opened to all RIFed. Such recall rights or opportunities are also based upon the same criteria and will be implemented in the reverse order of the RIF.

16. If a position becomes open during such period, and the certified employee has been selected by the District as a person on the recall list who is Highly Qualified and most capable of holding the position, then the district will attempt to contact the former employee. Time permitting, the District will attempt to contact the former employee for a period of seven (7) days in person, email, telephone and/or certified mail. The employee will have five (5) days after being contacted to accept or reject, in writing, the contract offer. If the district is unsuccessful in contacting the employee after reasonable attempts during the seven (7) days, or if the employee rejects the contract offer, the employee forfeits any future recall rights and the district will offer the position to the next qualified person on the recall list. It will be the responsibility of each former employee on the recall list to provide a current mailing address, place of residence, and telephone number, or other means by which to contact the former employee.

17. The recalled employee will return with no loss of prior service credit placement on the current salary schedule. Any employee who has been recalled is entitled to credit on the salary schedule for any contracted teaching experience gained during the RIF and for additional college course work completed.

Procedure History:
Promulgated on: 12/7/15
Revised on:
**Teacher Profile for: ____________________________**

**Date: __________________**

**Subject of Instruction: _______________________**

**Completed by: ______________________________**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>DOCUMENTATION</th>
<th>POINTS ALLOWED</th>
<th>TOTAL POINTS AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. EVALUATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received the lowest rating on any of the 4 domains on the last evaluation summary</td>
<td>Date of evaluation:</td>
<td>-5 pts per lowest rating</td>
<td></td>
</tr>
<tr>
<td>Received highest rating in domains 1, 2, 3, and/or 4 on the last evaluation summary</td>
<td>Date of evaluation:</td>
<td>+5 pts per top rating</td>
<td></td>
</tr>
<tr>
<td>#1 TOTAL POINTS</td>
<td>Maximum 20 points allowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. PROFESSIONAL STANDARDS AND CONDUCT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For a documented offense within the last three (3) years to include: letter or reprimand, professional assistance, probation, or violation of professional standards.</td>
<td>Date of offense:</td>
<td>-5 pts per offense</td>
<td></td>
</tr>
<tr>
<td>For two (2) or more documented offenses within the last ten (10) years to include: letters or reprimand, professional assistance, probation, or violation of professional standards.</td>
<td>Date of offense:</td>
<td>-15 pts per offense</td>
<td></td>
</tr>
</tbody>
</table>
### 3. EDUCATIONAL CERTIFICATION AND CREDENTIALS

<table>
<thead>
<tr>
<th>Highly qualified in hard to fill position as determined by Board and Idaho State Department</th>
<th>HQT &amp; Hard to fill positions:</th>
<th>2 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Qualified in Subject Matters</td>
<td>HQT Subject Matters:</td>
<td>2 per subject matter</td>
</tr>
<tr>
<td>Advanced Degree – MA/MS</td>
<td>Yes or No</td>
<td>2 points</td>
</tr>
<tr>
<td>Additional endorsements no included above</td>
<td>Endorsements:</td>
<td>2 points per endorsement</td>
</tr>
<tr>
<td>Advanced Degree—Doctorate</td>
<td>Yes or No</td>
<td>2 points</td>
</tr>
<tr>
<td>National Board Certification</td>
<td>Yes or No</td>
<td>2 points</td>
</tr>
</tbody>
</table>

### 4. PROFESSIONAL CONTRIBUTIONS: To be completed by building administrator or supervisor

<table>
<thead>
<tr>
<th>Regularly volunteers for school activities before or after contract time</th>
<th>Explain:</th>
<th>2 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regularly volunteers for leadership roles in the building</td>
<td>Explain:</td>
<td>2 points</td>
</tr>
<tr>
<td>Participation in building committee work</td>
<td>List Committee(s):</td>
<td>2 points</td>
</tr>
<tr>
<td>Participation in District committee work</td>
<td>List Committee(s):</td>
<td>2 points</td>
</tr>
<tr>
<td>Participation in State and/or national committee work</td>
<td>List Committee(s):</td>
<td>2 points</td>
</tr>
</tbody>
</table>

#4 TOTAL PTS: Maximum 6 pts allowed

Teacher’s Name: ________________________________
Grand Total Points Awarded: ________

For detailed information on the reduction in force policy and procedures, please see Policy 5740 Reduction in Force available at the District Office, school offices, or on the District website at cdaschools.org>Board>Policies.
Professional Personnel Probation

The administrator or supervisor to which each certified employee is assigned shall be responsible for that employee's supervision and evaluation. The evaluation shall observe Board policies and administrative guidelines when making employee evaluations.

In accordance with Idaho Law, the Board of Trustees may place employees on probation for the following grounds:

a. Unsatisfactory completion of a Professional Assistance Plan
b. Gross neglect of duty;
c. Incompetency;
d. Breach of the teaching contract;
e. Making any material statement of fact on an application which the applicant knows to be false;
f. Revocation, suspension, denial or surrender of a certificate in another state for any reason constituting grounds for revocation in this state;
g. Conviction in this or any other state of a crime involving moral turpitude;
h. Any disqualification which would have been sufficient grounds for refusing to issue or authorize a certificate, if the disqualification existed or had been known at the time of its issuance or authorization; and

i. Willful violation of any professional code or standard of ethics or conduct adopted by the State Board of Education, or for continued violation of any lawful rules or regulations of the Board of Trustees. All probationary programs shall be reduced to writing and shall be for a reasonable period of time. Probationary status may, however, be continued from one year to the next if satisfactory improvement is not noted.

Probationary programs shall provide the employee with resources for improvement as well as timelines for progress.

Legal Reference:  
I.C. § 33-513  Professional Personnel  
I.C. § 33-1208  Revocation Suspension, Denial, or Place Reasonable conditions on Certificate—Grounds
Cross Reference: 5340 Evaluation of Instructional Certificated Personnel

Policy History:
Adopted on: 12/7/15
Revised on: 8/7/17
Coeur d’Alene School District No. 271

PERSONNEL

Retirement of Certificated Employees

Certificated employees planning retirement shall submit to the Superintendent and the Board of Trustees a letter of retirement indicating the date of retirement. Upon receipt of the letter of retirement by the Superintendent or the Board, the retirement becomes binding and may be rescinded only by the Board.

Policy History:
Adopted on: 12/7/15
Revised on:
Employing Retired Teachers and Administrators

One of the Board’s personnel goals is to recruit, select, and employ the best qualified personnel to staff the schools within the District. As such, retired employees who leave the District in good standing may be re-employed according to the following guidelines:

1. The District may employ certificated teachers and administrators who are receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individuals were not promised “rehire” by the District before their retirement was in effect. Said employees are hereinafter referred to as “retiree” or “retirees”.

These employees shall be employed on a Standard Retired Teacher Contract or Standard Retired Administrator Contract form that has been approved by the State Superintendent of Public Instruction.

2. Any employment contract between the District and retirees shall be separate and apart from the collective bargaining agreement or master agreement between the District and the local teachers association.

3. Retirees employed consistent with this policy and State law shall accrue one (1) day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.

4. The District will not provide health insurance and life insurance benefits for retirees hired consistent with this policy.

5. The District shall not employ certificated teachers and administrators who receive or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.

6. Retirees who qualify to be rehired are those who have:
   A. Reached the Rule of 90;
   B. Are not participating in the early retirement program;
   C. Who are retired at or after 60 years of age;
   D. Have never received a “promise of rehire” before their retirement date; and
   E. Have received at least one payment from their PERSI retirement account;
Cross Reference:  5100  Hiring Process and Criteria

Legal Reference:  
I.C. § 33-1004H  Employing Retired Teachers and Administrators
I.C. § 33-523  Principals to Determine New Staffing
I.C. § 33-513  Professional Personnel
I.C. § 33-1228  Severance Allowance at Retirement
I.C. § 59-1356  Re-employment of Retired Members

Policy History:
Adopted on: 12/7/15
Revised on: 12/2/19
Coeur d’Alene School District No. 271

PERSONNEL 5760

Supplemental Contracts

All extracurricular staff on supplemental contracts will be evaluated annually. The principal or his or her designee will make a recommendation to the Board of Trustees as to whether to reissue or not to reissue a supplemental contract.

Reissuance

When the Board of Trustees determine to not reissue a supplemental contract, the Board shall give written notice to the employee describing the reasons for the decision to not reissue.

In the event of a decision to not reissue a supplemental contract, the employee shall be entitled to an informal review, per Board Policy, by the Board of Trustees upon written request from the employee within seven (7) working days of notice of non-reissuance. Within fifteen (15) working days following the informal review with the employee, the Board shall notify the employee of its final decision in the matter.

Legal Reference: I.C. § 33-515A Supplemental Contracts

Policy History:
Adopted on: 12/7/15
Revised on:
Certificated Shared/Part-Time Positions

Certificated Shared Positions

The Board of Trustees, in its desire to maintain the best possible teaching and learning environment for the students enrolled in this District, believes that a significant contribution can be made by teachers wishing to job-share on a part-time basis. To this end, the Board authorizes the creation of shared teaching positions when developed within the conditions set forth in the rules and regulations. Prior to the creation of a shared teaching position, the position must have the recommendation of the building principal and be approved by the Superintendent/designee.

A shared teaching position shall be an established position, which may be filled by two (2) or more employees certified to hold the position.

Certificated Part-time Positions

A certified part-time position is defined as staff working less than 190 days and/or less than a full day.

A part-time position shall be an established position, which may be filled by one or more employees.

Expectations

Prior to the creation of a shared/part-time teaching position, the position must have the recommendation of the building principal and be approved by the Superintendent of Schools.

Teachers accepting continuing shared/part-time employment are required, as are all other certificated staff, to:

1. Participate in appropriate professional development programs as necessary to maintain certification as required by the principal;
2. Attend staff meetings required for the normal operation of the school;
3. Be available for parent and/or student conferences as required;
4. Attend school functions as required by the principal;
5. Fulfill other duties and responsibilities on a job-sharing basis; and
6. Assume full-time continuing duty should suitable part-time placement not be available.
Salary

Placement on the District's salary schedule shall be determined for each employee based upon their approved experience and training. For the shared/part-time teaching position, each employee shall receive a salary equal to the position’s prorated full time equivalent (FTE) according to placement on the salary schedule.

Benefits

The District's contribution for benefits for a shared teaching position shall not exceed the District's contribution had it been filled by a single employee.

Certificated staff working more than .5 FTE will receive: 100% of District contribution; Health, Dental, Vision and Life benefits; Retirement benefits; and applicable leaves to include sick, personal, incentive, etc.

Certificated staff working .5 FTE will receive 50% of District contribution; Health, Dental, Vision and Life Benefits; Retirement benefits; and 50% of applicable leaves to include sick, personal, incentive, etc.

Certificated staff working less than .5 FTE will not receive any district contribution, benefits, retirement benefits or leaves.

Experience for Salary Schedule Placement

Each employee working in an approved shared teaching position working less than .5 FTE within the District shall be given one-half (1/2) year credit towards advancement on the District's salary schedule.

Certificated employees coming into the District for the first time, should they have worked in a shared teaching position, will have their teaching experience computed in the same manner for placement on the District's salary schedule.

Number of Shared Teaching Positions

The number of shared/part-time teaching positions shall be determined on an individual basis by the principal of the school and the Superintendent.
Limitations

A shared teaching position may be terminated by the administration when:

1. The administration determines the termination to be in the best interest of the District; or
2. One party employed in the position leaves the District or receives another full-time teaching position in the District; or
3. By mutual consent of the District and the teachers sharing the position.

Policy History:
Adopted on: 12/7/15
Revised on:
Classified employees are those noncertificated employees who are employed by the District or personnel hired in positions which do not require certification. Classified personnel include, but are not be limited to, the following:

1. Instructional assistants and paraprofessionals;
2. Custodial and maintenance employees;
3. Clerical employees;
4. Playground assistants and crossing guards;
5. Food Service Staff;
6. Bus drivers; and
7. Summer employees.

Classified personnel will be hired based upon their qualifications. Job descriptions shall be written and made available for classified personnel per Idaho Code.

With the exception of those classified employees specifically hired by the Board as holding a status of not at-will, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason, so long as the same does not violate public policy or violate any other provision of law. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written documentation shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the District’s Board. The District reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor, or grade.

The Board shall determine the salary and wages for classified personnel.

The grievance procedure for classified employees shall be the procedure set forth in Idaho Code. Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training. However, neither the rate of pay nor the decision to terminate an employee during the initial one hundred and eighty (180) days of employment shall be regarded as a proper grievable matter.
Utilization of the grievance procedure will not constitute a waiver of any right of appeal available pursuant to law or regulation.

Cross Reference: 3280 Equal Education, Nondiscrimination, and Sex Equity 5800P Classified Employee Grievance Procedure


Policy History:
Adopted on: 12/7/15
Revised on:
Classified Employee Grievance Procedure

A classified employee filing a grievance pursuant to this procedure shall be entitled to a representative of their choosing at each step of the grievance process outlined herein. Additionally, the person against whom the grievance is filed and the Superintendent or his or her designee shall be entitled to a representative at each step of the grievance process outlined herein. None of these individuals will be qualified to sit on the advisory grievance panel.

The timelines of the grievance procedure set forth in Idaho Code may be waived and modified by mutual agreement.

Level 1: Informal

A classified employee with a complaint is encouraged to first discuss it with his or her immediate supervisor with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Administration

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance; and
2. The remedy requested.

It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the District’s human resources administrator within six (6) working days of the event or incident giving rise to the grievance.

Within six (6) working days of receipt of the grievance, the District's human resources administrator shall schedule an informal grievance meeting with the grievant, the employee against whom the grievance is filed, any known advocates, as well as a District administrator who will not be involved in the statutory grievance process. The purpose of the meeting shall be to attempt to find a resolution to the employee grievance.

If the employee alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or Policy 5120 or sexual harassment, the grievance shall be handled in accordance with Policy 5120.
Level 3: Superintendent

If a resolution is not reached during the informal grievance meeting, the individual against whom a grievance is filed shall file a written response to the employee grievance within six (6) working days after the conclusion of the informal grievance meeting. Thereafter, the employee may appeal the grievance to the Superintendent or his or her designee within six (6) working days of the receipt of the written response or within six (6) working days from the date the written response was due if the classified employee received no written response. Within six (6) working days of an appeal, the Superintendent or designee shall provide a written response to the employee.

Level 4: Hearing Panel

If the classified employee is not satisfied with the decision of the Superintendent or his or her designee or there is no response from the Superintendent or designee the employee may request a review of the grievance by a hearing panel within six (6) working days of the response or lack thereof. A written appeal must be submitted to the Board and within ten (10) working days of receiving the appeal the Board shall convene a hearing panel consisting of three (3) persons; one (1) to be selected by the Board, one (1) to be selected by the employee and one (1) to be mutually agreed upon by the two (2) appointed members of the panel. The panel shall submit its decision in writing to the employee, the Superintendent, and the Board within ten (10) working days of completing its review.

Level 5: The Board

The panel’s decision shall be final unless the Board overturns the panel’s decision by resolution at the Board’s next regularly scheduled public meeting. The decision of the Board will be final, unless appealed within forty-two (42) calendar days of the Board’s resolution to overturn the panel’s decision in the district court in the county in which the School District is located.

Procedure History:
Promulgated on: 12/7/15
Revised on: 6/6/16
Coeur d’Alene School District No. 271

PERSONNEL 5805

Reduction in Force—Classified Personnel

The necessity for and the extent of staff reductions in the areas of classified supervisory or non-supervisory positions may be, from time to time, mandated by budgetary limitations, program elimination, and/or position consolidation. Such necessity and determination of necessity shall be vested solely in the Board of Trustees after receiving the recommendation of the Superintendent or his or her designee. The following steps will be followed to effect a reduction in classified staff:

1. Classified staff who are released because of a reduction in force, are assumed to be performing at a satisfactory level.

2. Before identifying classified positions to be reduced, the Superintendent and/or designee shall determine, to the best of their abilities, the following in light of budgetary limitations, program elimination, and/or position consolidation.
   A. The necessity of such reductions;
   B. The extent of such reductions; and
   C. The reasons for such reductions.

3. Classified staff who may be released from their positions shall be identified as early as possible, and notice shall be provided to such persons at the earliest possible convenience of the District.

4. In the event that such reduction of force is authorized by the Board, the individuals proposed to be subject to the reduction in force shall be provided notice as soon as possible, and in any event not less than two (2) weeks prior to the last date of employment.

5. The District will follow policy, State Law, and federal Law in the selection of employees subject to the reduction in force.

General Standards for Selecting Full-Time Benefited Employees Subject to Reduction in Force

Factors that will be considered by supervisors in selecting classified employees subject to a reduction in force will include but are not limited to the needs of the District, exceptional performance, ability to be flexible, ability to be a team player, etc. When all factors are equal, seniority will be the deciding factor.

“Seniority” shall mean the first day of hire of the employee’s employment in their current position. The District Office will maintain hire dates of classified benefited employees.

Policy History:
Adopted on: 12/7/15
Revised on:
Compensatory Time and Overtime for Classified Employees

No overtime is authorized for any classified employee without the specific prior approval of his or her immediate supervisor.

Classified employees who work more than forty (40) hours in a given work week will have the choice of receiving:

1. Comp time at the rate of one and one-half (1½) hours for each hour worked over forty (40) hours (the agreement to allow comp time must be entered into before the work is performed); or
2. Overtime pay for the additional hours worked over forty (40) hours a week at a rate of one and one-half (1½) times the normal hourly rate.

The maximum compensatory time which may be accrued by any affected employee shall be 90 hours, accrued by working 60 hours of overtime. Overtime pay is computed on a seven (7) day time period. The time period begins at 12:00 AM on Saturday morning and ends at 12:00 AM the following Saturday morning.

An employee who has worked more hours than is allocated to that position, but less than forty (40) hours a week will be allowed to take the extra-duty hours as “comp time” at the rate of one hour for each extra-duty hour.

Documentation will be maintained by the employee and given to the payroll clerk verifying the additional hours worked.

In June payroll, all remaining comp time will be paid (in full) to the employee from the appropriate building/department budget.

A classified employee may not volunteer work time in an assignment similar to his or her regular work without pay, and a non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Employees covered by collective bargaining as well as salaried administrative personnel are exempt from this policy.

This District will follow all requirements set forth in the Fair Labor Standards Act.

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act
29 CFR Section 778.100 The Maximum –Hours Provisions

Policy History:
Adopted on: 12/7/15
Revised on:
Employee Compensation

This school District will issue one payroll per month.

Salary payments for benefited personnel will be prorated on a twelve (12) month basis. Benefited personnel may draw their summer checks in advance only if they terminate their employment with the District at the conclusion of the school year.

The payroll for all other personnel is authorized on the basis of the time sheet submitted to the district office.

Legal Reference:  
I.C. § 45-606 through 45-617 Claims for Wages  
I.C. § 33-506 Organization and Government of Board of Trustees

Other Reference:  

Policy History:  
Adopted on: 12/7/15  
Revised on:

(This policy is for informational purposes. If you have any questions regarding the IRS Rule, annualized elections or any other accounting issues, please contact the District’s tax advisor or legal counsel.)
Evaluation of Classified Staff

The Superintendent or his or her designee will be responsible for the continuous evaluation of classified employees of the District. Each classified staff member’s job performance shall be evaluated regularly by the staff member’s direct supervisor. The evaluation process includes scheduled evaluations on forms applicable to the job classification and description, and day-to-day appraisals. It is required that evaluations occur at least once every three (3) years, but annual written evaluations are recommended. These written evaluations shall use job descriptions for criteria.

In the Classified Personnel Evaluation Documents, supervisors shall provide the employee with information on areas of professional strength, areas of continued growth, and areas that must be corrected with suggestions for improvement.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation at a post-evaluation conference. The original should be signed by the staff member and placed into employee’s personnel file per Idaho Code. Employee shall seek clarification from their supervisor(s) in the timely manner if they do not understand any tasks or timelines and/or if they have any work-related questions or concerns. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Human Resource Department. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

This policy shall be made available to any District employee or person seeking employment with the District.

Legal Reference:  
I.C. § 33-506 Organization and Governance of Board of Trustees  
I.C. § 33-517 Non-certificated Personnel  
I.C. § 33-518 Employee Personnel Files

Policy History:
Adopted on: 12/7/15
Revised on:
Bus Driver Physical Qualifications and Examinations

Idaho Code 33-1501, et seq., requires the District to provide transportation for pupils of the District, and the State of Idaho, Department of Education, has charged the boards of trustees of school districts with the responsibility of adopting a set of written policies governing pupil transportation (IDAPA 08.02.02.180).

Being given the duty mandated by Idaho Code and the Regulations of the Department of Education for the transportation of students, the District is vitally concerned about the safety of students, bus drivers, and the public in the transportation of students to and from school and to and from school-related events. Therefore, the Board hereby adopts, in full, Subpart E of Part 391, Subchapter B, Chapter III, Subtitle B, of Title 49 of the Code of Federal Regulations concerning “Physical Qualifications and Examinations” as now in existence or as hereafter amended.

Adoption of these Federal Regulations requires compliance by each bus driver employed by or seeking employment with the School District as a bus driver. A copy of these Federal Regulations as are in existence at the time of adoption of this policy is attached hereto and incorporated by reference herein.

In addition, all school bus drivers must meet the physical requirements as outlined in the district handbook prepared for and distributed to school bus drivers. “Duties and Responsibilities of School Bus Drivers”, as now in existence or as hereafter amended. A copy of this handbook as in existence at the time of adoption of this policy is attached hereto and incorporated by reference herein.

Policy Reference: 5320, 5320P1, 5320P2 Drug Alcohol Free Workplace
Legal Reference: Idaho Code 33-1501, et seq., (IDAPA 08.02.02.180)

Policy History:
Adopted on: 12/7/15
Revised on: