

# MIDVALE SCHOOL DISTRICT #433 - Policy Manual

## SECTION 400

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The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting staff personnel. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. 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 teachers and administrators.

This policy shall be made available to any District employee or person seeking employment with the District.

### **Guidelines**

1. There will be no discrimination in the hiring process. See Policy 416.3.
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 411.1F1 and 411.1F2.
3. Applicants for high school and middle school positions should have a major or its equivalent in the specific teaching field(s). Elementary applicants should have a major or its equivalent in elementary education or in the special area of assignment(s). Applicants for specific teaching positions shall also meet the applicable State standards.
4. Applicants for all teaching positions should have a minimum over-all grade point average of 2.5 (A-4, B-3, C-2, D-1). All candidates should have a grade point average of 2.75 in their respective major teaching field(s).

5. 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 of the building in question.

6. As required in Idaho Code 65-505, 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.

7. As required in Idaho Code 33-130 and 33-512(15), the District will conduct a criminal history check for applicable positions. See Policy 414.1.

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

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.

To assist administrators in compliance with the above policy for the hiring of professional staff, the following guidelines shall be utilized:

### **Notice of Vacancies**

Vacancies will be posted only after the Board has approved written resignation from a contracted professional employee of the District, 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. Job Vacancy Notices: Any notice from Midvale School District 433 will contain the following information:
  - A. Position available and job description.
  - B. Requirements for completed application, as applicable for position, include but are not limited to: 1) a cover letter; 2) a completed District application form; 3) official transcripts of all university or college credits; 4) a placement center file; 5) a personal resume; 6) verification or eligibility of Idaho certification; and 7) a signed 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 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. Such time extension will be restricted to a reasonable time frame.
- 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.
- D. Within three business days of receipt of the statement releasing information from prior school district employers, as required by I. C. 33-1210, such statement shall be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.

Because responses to such requests may take up to 20 days, or possibly more for out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. 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.

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

### **Screening**

1. The Superintendent, upon receiving written applications will review those applications for the purpose of:

- A. Determining those most suited to the position;
- B. Making personal telephone contact with one or more references submitted by the applicant;
- C. Contacting individuals who might know the candidate, but were not listed as references, if needed; and
- D. Inviting the top candidates to be interviewed for the position.

2. For those applicants who have no prior public school work experience or whose out-of-state former employers will not release documentation requested pursuant to I.C. § 33-1210, the screening committee or administrator may engage in whatever background checks it deems appropriate, but at a minimum shall verify all prior work experience and educational achievement listed by the applicant as the Superintendent deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with every person listed as a reference by the applicant.

### Acceptance Procedure

Once the Superintendent has selected the final candidate, the Superintendent will:

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
  - A. If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to I.C. 33-1210(3), the District may provisionally employ such applicant on a non-contracted basis for up to 30 days after receipt of the documentation. Within that thirty day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may not identify any reason for non-issuance of a standard contract not based on the documentation received. If, within 30 days from the receipt of the information requested pursuant to I.C. 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee will be deemed to be employed pursuant to a Category 1 contract. During this provisional employment, the applicant shall be provided the same compensation and benefits as if the employee had been employed on a standard certificated contract.

If no documentation is received from out of state employers, the District may employ the applicant on a standard Category 1 contract without utilizing the provisional, non-contracted employment.
  - B. Upon receiving a verbal or written statement of intention to accept employment, pending Board approval, by the candidate, the Superintendent 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 Midvale School District #433 will:

1. Have placed before it all candidate names for the position; 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 members of the Board personally have knowledge not available to the building administrator and the screening committee the Board will not take action until all concerns have been reviewed by the building/program administrator.

### 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 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. If at any time the teacher/administrator's certification lapses, is revoked, or suspended, the certificated employee may be subjected to action declaring a contract violation and possible action to terminate the employment of the individual with the District.

Cross Reference:     414.1   Fingerprinting and Criminal Background Investigations  
                           416.3            Equal Employment Opportunity and Non-Discrimination  
                           414.1F1-414.2F   Hiring Process and Criteria Forms  
                           422.2            Reduction in Force

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. § 65-501 et seq. Rights and Privileges of Veterans  
I.C. § 74-206 Executive Sessions—When Authorized  
IDAPA 21.01.06 Rules for the Enforcement of the Veteran’s Preference  
in Public Employment

**Adopted: 16 March 2020**

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**412.1 — EMPLOYEE INSURANCE**

Group Accident and Health Insurance Premiums. The Midvale School District shall pay the health and accident insurance premium (including dental and vision) for the employee and/or his family as follows:

Full-time employees- All full-time employees hired prior to July 1, 1996 will have \$358.42 per month paid per their family needs.

Part-time employees hired prior to July 1, 1996 - All part-time employees that work at least twenty (20) hours per week will have premiums paid at the same rate as Full-time employees as stated above.

Part-time employees hired after July 1, 1996 - All part-time employees hired after July 1, 1996 will have the employee’s premiums paid at a percentage rate consistent with the percentage of employment. For example, an employee hired on a half-time (50%) contract will have 50% of the premiums paid. Employees may pay the difference (as well as additional coverage for family members) by using the District’s Cafeteria Plan (premiums will be deducted monthly on a pre-tax basis).

Group Health and Accident Insurance

*Eligibility for Coverage* - To be eligible for coverage, an employee must work for a minimum of twenty (20) hours per week.

*Coverage* - Coverage under the District Insurance policy will begin on the 1<sup>st</sup> of the month following the 1<sup>st</sup> day of work, as per the Premium section listed above.

Employees working less than twenty (20) hours per week are not eligible for District paid insurance coverage.

Liability Insurance - The Midvale School District shall provide court liability insurance for all employees.

Workmen’s Compensation Insurance - The Midvale School District shall provide Workmen’s Compensation Insurance for all employees and volunteers.



**Last Updated: 20 Jul 2009**

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**Policy 412.2**

**— EMPLOYEE WORK SCHEDULES**

General

The district will comply with the provisions of the Fair Labor Standards Act (FLSA) by following the guidelines established in this policy, the Code of Federal Regulations, Title 29, and the United States Code, Title 29.

Exempt Employees

Certificated employees, practicing their profession as an employee of the district, are generally exempt from the provisions of the FLSA, provided no more than twenty (20) percent of their time is spent on duties not related to their profession.

Covered Employee

All other employees of the district, both full-time and part-time, who are not qualified for exempt status are covered employees. This includes custodial, clerical, food service and transportation personnel, and teacher aides.

Hours of Work

Covered employees work schedules normally will not exceed forty (40) hours per week and will be established each year during the budget process, by contract or by job description.

Overtime

Hours of work in excess of that authorized in the budget, by contract or by job description, shall not be authorized except in emergencies or when, in the opinion of the superintendent, such overtime is in the best interest of the school district. In such cases, the superintendent may authorize overtime to be repaid in time off at the rate of time and on-half.

Exempt Employees Performing Non-exempt Work

In order to be exempt, work performed by teacher must be:

1. An essential part of and necessarily incident to, and
2. Must be directly and closely related to their professional work.

Teachers non-exempt assignments shall not exceed twenty (20) percent of their work load.

Records

Detailed work records will be kept for all employees. The record shall include wages or salaries paid and hours worked.

### Work Day

For full-time certificated employees, the beginning work time is 7:30 a.m. with the ending time set at 4:30 p.m.

For full-time classified and part-time employees, the times will be set on an individual basis, depending on the position and job responsibilities.

**Last Updated: 17 Aug 2015**

**412-3 —**

### **DRUG FREE WORKPLACE POLICY**

Drug and alcohol use is highly detrimental to the workplace and to the efficiency and productivity the District desires to promote.

The use, possession, distribution, manufacture or sale of drugs or alcohol is strictly prohibited while on duty, while on the District's premises or while operating a vehicle of the District.

Violation of this policy will result in disciplinary action, and possible discharge.

**Last Updated: 19 April 1993**

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### **412.5 - Positive Time Reporting**

Many programs administered by Midvale School District #433 are funded through federal sources and are obligated to meet federal guidelines in order to qualify. If federal funds are used for an employee's salary, the employee is required to record time spent working on a federal program on their timesheet as hours worked through means of "positive time reporting". "Positive time reporting" is recording the actual time spent working on a set of activities which are applicable and allowable under the terms and conditions of the funding source.

The Midvale School District #433 will use the "Time and Effort" report as the means of reporting and recording employee time spent on each fund: i.e. General Fund, Title I-A Fund, Title VI-B Fund, etc. The "Time and Effort" reports will be defined in a daily schedule, day schedule, or period schedule depending upon the employee's work schedule.

Any vacation, sick leave, compensatory time taken, holiday pay, or other non-worked pay will be distributed according to the default index(es) assigned to the employee's position.

A semi-annual review and reconciliation will be performed by the business manager and federal programs coordinator to ensure time is being charged appropriately.

### **Employee Responsibility**

Employees are responsible to correctly charge actual time worked to the appropriate funding source(s) associated with any federal program. Employees will work with their supervisor and/or district accounting staff to determine correct index(es) to use on their “Time and Effort” report.

### **Supervisor Responsibility**

Supervisors are required to verify hours were actually spent working directly on the federal or other programs, and correct index(es) were used in coding the “Time and Effort” report.

### **Program Coordinator/Director Responsibility**

The Program Coordinator or Director will discuss program needs with their supervisor. Coordinators/Directors will closely monitor activities, expenses and revenue of their program and report any deficiencies to the superintendent and business manager. It is the responsibility of the Program Coordinator/Director or designee to inform the business office when a funding source has been exhausted, and if a new index code needs to be established due to rollover into new fiscal year funds or the award of an entirely new federal grant.

**Last Updated: 19 Jan 2010**

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### **413.1 - Evaluation of Certificated Personnel**

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development, in achieving District goals, and to assist with decisions regarding personnel actions. This policy applies to certificated personnel, both instructional and pupil service staff. The Superintendent is directed to differentiate between certificated non-instructional and certificated pupil instructional personnel in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition and applicable pupil services staff’s national standards to the extent possible.

The evaluation of certificated personnel shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1. It shall also include multiple measures that are research based and aligned to the *Charlotte Danielson Framework for Teaching Second Edition*. 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 will be acceptable.

#### **Objectives:**

The formal performance evaluation system is designed to:

1. Assure considered opinion of an employee’s performance and focus maximum attention on the achievement of assigned duties;

2. Serve as a systematic guide for supervisors in planning each employee's further training;
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties.
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities;
6. Provide an opportunity for each employee to discuss job problems and interests with his or her supervisor; and
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments promotions, disciplinary action, and termination.

#### Responsibility:

The Superintendent or principal(s) shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution. The Superintendent or principal(s) shall:

1. Demonstrate proof of proficiency in conducting observations and evaluating effective teacher performance by receiving training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five (5) years of conducting any evaluations.
2. Develop and implement a plan for including all stakeholders including, but not limited to teachers, board members, administrators, and parents in the development and ongoing review for certified staff evaluation plans, procedure and policy.

#### Evaluation Measures:

**Observations:** Periodic classroom observations will be included in the evaluation process with a minimum of two (2) formal documented observations annually for certificated personnel, one (1) of which shall be completed prior to January 1<sup>st</sup>.

**Professional Practice:** A majority of the evaluation of certificated personnel will be comprised of professional practice criteria based on the *Charlotte Danielson Framework for Teaching Second Edition*. The evaluation will also include at least one (1) of the following as a measure to inform the Professional Practice portion: input received from parents or guardians, input received from students, and/or portfolios. The District has chosen parent input as its measure to inform the Professional Practice portion in the elementary grades (K-5), and student input at the secondary level (6-12). The Board shall determine the manner and weight of parent or student input on the evaluation.

**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 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' of data.

**Charlotte Danielson Framework:** The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching Second Edition*. It will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based:

1. Planning and Preparation
  - A. Demonstrating knowledge of content and pedagogy;
  - B. Demonstrating knowledge of students
  - C. Setting instructional outcomes
  - D. Demonstrating knowledge of resources;
  - E. Designing coherent instruction; and
  - F. Designing student assessments.
2. Classroom Learning Environment
  - A. Creating an environment of respect and rapport;
  - B. Establishing a culture for learning;
  - C. Managing classroom procedures;
  - D. Managing student behavior; and
  - E. Organizing physical space.
3. Instruction and Use of Assessment
  - A. Communicating with students
  - B. Using questioning and discussion techniques;
  - C. Engaging students in learning;
  - D. Using assessment in instruction;
  - E. Demonstrating flexibility and responsiveness.
4. Professional Responsibilities
  - A. Reflecting on teaching;
  - B. Maintaining accurate records;
  - C. Communicating with families;
  - D. Participating in a professional community;
  - E. Growing and developing professionally; and
  - F. Showing professionalism.

A maximum of forty nine percent (49%) of the evaluation of certificated personnel will be based on multiple objective measures of growth in student achievement. The Board has chosen to use established assessments according to the teacher's assignments as the additional measures of growth in student achievement. That assessment will be mutually determined by the teacher and the superintendent. This portion of the evaluation may be calculated using current and/or past year's data and may use one (1) or multiple years of data.

The total of the Professional Practice and Student Achievement two parts will determine the teacher's rating. The individualized rating system will have four (4) rankings:

1. Unsatisfactory = 1
2. Basic = 2
3. Proficient = 3
4. Distinguished = 4

### Written Evaluation

A written evaluation will be completed for each certificated employee. A copy will be given to the employee and the original filed in the employee's personnel file. The evaluation document will be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings.

The summative rating of each certificated teacher will be forwarded to the SDE annually by the designated date.

### Meeting with the Employee

Counseling sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how he/she has performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not limited to, the following: job responsibilities, performance of duties, and attendance. A memorandum for record will be prepared following each counseling session and maintained by the supervisor.

Communication of Results: Each evaluation shall include a meeting with the employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

- 1, Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
2. Allow the employee to make any written comments he/she desires. Inform the employee that he/she may turn in a written rebuttal/appeal of any portion of the evaluation within seven (7) days and outline the process for rebuttal/appeal. Have the

employee sign the evaluation indicating that he/she has been given a copy and initial after supervisor's comments.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written response, the supervisor will forward the original evaluation to the superintendent or designee for review. The supervisor will also retain a copy of the completed form.

### Rebuttals/Appeal

Within seven (7) days from the date of the evaluation meeting with their supervisor the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reasons for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigate activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten(10) working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reasons why the supervisor will be not amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee, then the amended copy of the evaluation will be provided to, and signed by, the employee. The original amended evaluation will then be forwarded to the superintendent or the designee for review. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee, then the evaluation along with the written rebuttal/appeal, and the supervisor's response if any, will be forward to the superintendent or designee, for review. The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

### Personnel Actions

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure for implementing each action. Available actions include, but are not limited to, recommendations for:

1. Renewal of employment contract;
2. A letter of reprimand;
3. A period of probation and Improvement plan
4. Reassignment;
5. Immediate discharge;
6. Renewal of the employment contract under a continued probationary status; and/or

## 7. Non-renewal of employment contract.

A letter of reprimand may be issued at any time, with or without a formal evaluation, if an employee is found to be in violation of applicable legal, ethical, or professional standards. Any recommendation to place an employee on a period of probation, discharge the employee immediately, discharge the employee upon termination of the current contract, or reemploy the employee at the end of the contract term under a continued probationary status contract must be approved by the board of trustees and comply with requirements and procedures established by State law.

### Probation

When any Category 3 employee's work is found to be unsatisfactory, a defined period of probation of not less than eight (8) weeks will be established by the board.

For renewable contract employees, the board will establish a reasonable period of probation before determining that it will not renew a contract due to a report of unsatisfactory performance. The period of probation will not affect the employee's renewable contract status.

Notwithstanding the open meeting law, the board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board's decision will be placed in the employee's personnel file.

Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including an improvement plan, provisions for adequate supervision, and evaluation of the employee's performance during the probationary period. After the probationary period, action will be taken by the board as to whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract, or reemployed at the end of the contract term under a continued probationary status.

### Remediation

Employees placed on probation will receive remediation designed to provide direction and support for improved employee performance. Additionally, employees who are placed on probation may request and be assigned a peer mentor.

The evaluator will work with the employee to identify and address the areas of concern, the remediation objectives, the criterion that will be used to measure the progress sought, support resources, provisions for adequate supervision and evaluation of performance during the probationary period, and timelines. Removal from the position will depend on the successful achievement of the articulated goals.



During the probationary period, the evaluator will conduct additional observations as needed to ensure the effectiveness of the remediation measures on the employee's performance.

### Records

Permanent records of each certificated employee's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

### Reporting

By December 1, 2017 the District shall submit an updated evaluation plan to the State Board of Education for approval. Any subsequent changes to the District's evaluation plan shall be resubmitted to the State Board of Education for approval. The District shall report the rankings of individual certificated personnel evaluations annually to the State Department of Education and /or the State Board of Education when requested.

**Last Updated: 22 January 2018**

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## **413.2 - EVALUATION - PRINCIPAL**

### **INTRODUCTION**

Effective administrators are responsible for the collective success of their schools, including the learning, growth, and achievement of both students and staff. Midvale School District No.433 adopts this policy for principal performance evaluations. Multiple measures are utilized in which the evaluation criteria and procedures are research based and aligned to the minimum applicable state adopted standards.

### **DEFINITIONS**

"Administrator" is an employee assigned to administrative duties as a principal or vice principal, has met all of the school principal endorsement requirements for Pre-K-12, and has been issued an administrator certificate with a principal endorsement. Administrators serving in the capacity of superintendent shall be evaluated by the local board of trustees. Administrators serving in the capacity of both principal and superintendent will be evaluated based on the school district evaluation policy for superintendents.

### **PURPOSE OF EVALUATIONS**

The purpose for conducting administrative evaluations is to assist in identifying employee strengths and weaknesses while providing direction and support for continued learning and professional development. Evaluations may also be used to document areas of improvement and to make decisions regarding personnel actions.

### **EVALUATION MODEL**

This district's principal evaluation model is based on the Interstate School Leaders Licensure Consortium (ISLLC) standards.

## **EVALUATOR**

The superintendent will be responsible for evaluating certificated administrators. The superintendent will receive training in conducting observations and evaluating performance using the state's framework for evaluations. Proof of proficiency in evaluating performance shall be required of all individuals assigned the responsibility for observing, or evaluating certificated personnel performance.

## **EVALUATION CRITERIA**

Principal evaluations will be based upon the following domains and components:

### **1. Domain 1: School Climate**

An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development. An educational leader articulates and promotes high expectations for teaching and learning while responding to diverse community interest and needs.

- a. **School Culture:** Principal establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors.
- b. **Communication:** Principal is proactive in communicating the vision and goals of the school or district, the plans for the future, and the successes and challenges to all stakeholders.
- c. **Advocacy:** Principal advocates for education, the district and school, teachers, parents, and students that engenders school support and involvement.

### **2. Domain 2: Collaborative Leadership**

An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. He or she uses research and/or best practices in improving the education program.

- a. **Shared Leadership:** Principal fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth.

- b. Priority Management: Principal organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities.
- c. Transparency: Principal seeks input from stakeholders and takes all perspectives into consideration when making decisions.
- d. Leadership Renewal: Principal strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others.
- e. Accountability: Principal establishes high standards for professional, legal, ethical, and fiscal accountability self and others.

### 3. Domain 3: Instructional Leadership

An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. He or she provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.

- a. Innovation: Principal seeks and implements innovative and effective solutions that comply with general and special education law.
- b. Instructional Vision: Principal insures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn the subject.
- c. High Expectations: Principal sets high expectation for all students academically, behaviorally, and in all aspects of student well-being.
- d. Continuous Improvement of Instruction: Principal has proof of proficiency in assessing teacher performance based upon the Danielson Framework for Teaching. Aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision.
- e. Evaluation: Principal uses teacher evaluation and other formative feedback mechanisms to continuously improve teacher effectiveness.
- f. Recruitment and Retention: Principal recruits and maintains a high quality staff.

### **SOURCES OF DATA**

Each principal will be required to demonstrate proficiency in conducting observations and evaluating effective teacher performance as part of his or her evaluation in addition to the following components:

### **Evaluation Components**

All administrators shall receive an evaluation in which a majority of the summative results will be based on Professional Practice Standards. At least one of the following will be included as a measure to inform the Professional Practice portion of all principal evaluations.

- a. Parent/guardian input;
- b. Teacher input; and/or
- c. Student input;
- 4.

### **Student Achievement**

A maximum of forty-nine percent (49%) of the evaluation for all administrators will consist of evaluation results based on multiple objective measures of growth in student achievement, as determined by the board of trustees and based upon research. Growth in student achievement as measured by Idaho's statewide student achievement test will be included. This portion of the evaluation may be calculated using current and/or the past year's data and may use one (1) or both years data.

## **EVALUATION PROCEDURES**

To ensure that all principals are evaluated on a fair and consistent basis, each principal will be evaluated at least once annually no later than May 1 of each year.

Prior to the start of the school year, the principal will fill out a self-assessment and create a professional growth plan. The self-assessment and professional growth plan will be submitted to the evaluator prior to beginning of the year conference. At the beginning of the year conference, the evaluator will review and discuss the principal's self-assessment and professional growth plan, previous student growth measures and expected student growth measures for the upcoming year, previous student achievement data, and parent/guardian input. The evaluator will notify the principal of factors that will be utilized in measuring effectiveness.

Prior to January 1, the evaluator will provide feedback on the principal's performance for the year thus far. The evaluator will also review and discuss progress toward the principal's professional growth plan and work with the principal to make adjustments accordingly.

At the end of the year, the evaluator and principal will review and discuss the principal's professional growth plan and the achievement of set goals, student achievement data, and parent/guardian input. The evaluator will provide feedback on the principal's performance for the year and assign a final effectiveness rating which will be reported to the State Department of Education.

## **COMMUNICATION OF RESULTS**

A copy of the written evaluation will be submitted to the principal within five (5) school days following the formal evaluation. The principal will have the opportunity to attach a response to his or her evaluation within twenty-one (21) calendar days.

Administrator evaluations will be considered permanent records and will be maintained in each administrator's personnel file.

## **PERSONNEL ACTIONS**

The following actions may result from the evaluation process:

- a. A letter of reprimand;
- b. Renewal of employment contract;
- c. Improvement plan;
- d. Reassignment; and/or

A letter of reprimand may be issued at any time, with or without a formal evaluation, if an employee is found to be in violation of applicable legal, ethical, or professional standards. Any recommendation to place an employee on a period of probation, discharge the employee immediately, discharge the employee upon termination of the current contract, or reemploy the employee at the end of the contract term under a continued probationary status contract must be approved by the board of trustees.

## **APPEAL**

When disagreement exists regarding the results of the evaluation, the affected employee is entitled to attach a rebuttal to his or her evaluation. An employee who is placed on probation, immediately discharged, or not re-employed is entitled to full due process rights as outlined in Idaho Code Sections 33-513 through 33-515.

## **MONITORING AND EVALUATION**

The superintendent or designee is responsible for ensuring that the evaluation process is in compliance with state requirements and implemented consistently.

The superintendent or designee will continually review and develop the district's personnel evaluation system taking into account input from trustees, administrators, teachers, and parents where appropriate. Any changes to the district's evaluation model will be approved by the board of trustees and submitted to the SDE for approval.

## **PROFESSIONAL DEVELOPMENT AND TRAINING**

The district will provide ongoing training for evaluators/administrators and teachers regarding the evaluation standards, tools, and processes. All individuals responsible for evaluating certificated instructional staff and pupil personnel performance will receive training in conducting observations and evaluating effective teacher performance.

Additional staff training and professional development opportunities will be provided throughout the year on an as needed basis to provide principals with the tools necessary to be effective administrators.

## **INDIVIDUALIZED PRINCIPAL EVALUATION RATING SYSTEM**

Evaluations will be used to identify employee proficiency and record professional growth over time. The form will include each item noted in the three domains of the Idaho Standards of Effective Principals. Each item will be marked with a 1-4 ranking. Collected input from the parents, students and staff will also be averaged and given a 1-4 rating, and the total averaged to give a rating for the 67% for professional practice. A student achievement average will be figured from state required testing and district achievement goals for the additional 33% of the principal's evaluation. The percentage split for the 33% will be determined annually. The individualized rating system will have four (4) rankings

1. Unsatisfactory = 1
2. Basic = 2
3. Proficient = 3
4. Distinguished = 4

**Last Updated: 27 Nov 2017**

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### **414.1 - FINGERPRINTING AND CRIMINAL 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.

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.

### 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 be based on a complete ten finger 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; and
3. Statewide sex offender registry.

Employees will be required to undergo a criminal history check within five days of starting employment or unsupervised contact with students, whichever is sooner.

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.

### Employee Arrest or Conviction

All employees shall have the continuing duty to notify the District of any arrest or criminal conviction that occurs subsequent to being hired by the District. In the event that any employee, whether full-time or part-time, probationary or non-probationary, classified or certified, is arrested, charged, or indicted for a criminal violation of any kind, whether misdemeanor or felony, with the exception of minor traffic infractions, he or she is required to report such arrest promptly

to the employee's supervisor or department head within one business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including termination.

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

Supervisors or department heads shall contact the Superintendent or designee upon receiving notification that an employee has been arrested or has a protection order served against him or her. The District reserves the right to determine appropriate disciplinary action in such cases, up to and including termination, depending upon the facts and circumstances surrounding the incident.

It is the discretion of the District to terminate or take other action against any employee that has either been convicted of one or more of the felony offenses set forth in I.C. § 33-1208 or made a material misrepresentation or omission on their job application.

#### 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 years. If a substitute teacher has undergone a criminal history check within five 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 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, as determined by the Superintendent or the Superintendent's designee, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration for volunteering in the schools of this District.

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, 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.

### 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 shall ensure that the information remains confidential. If an employee discloses such information without authorization, the employee shall be subject to disciplinary action.

Legal References: Pub. L. 105-251 Volunteers for Children Act

I.C. § 33-130 Criminal History Checks for School District  
Employees or Applicants for Certificates  
I.C. § 33-512 Governance of Schools  
I.C. § 74-106 Records Exempt from Disclosure

**Adopted: 16 March 2020**

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## **415.1 — SICK LEAVE**

### General

District employees shall be granted one (1) day of sick leave for each month of service, or major portion of a month of service, for illness or injury not covered by Workmen's Compensation Insurance. Said sick leave is to be accrued to the employee's sick leave account at the beginning of the school year.

### Proof of Illness

The Superintendent is authorized and directed to require proof of illness or injury adequate to protect the district against malingering and false claims of illness. Said proof shall include, but not be limited to, a signed statement by the employee giving the reason for his or her absence.

### Accumulation of Sick Leave

Unused sick leave will be accumulated from year to year, as long as the employee remains continuously employed.

### Transfer of Sick Leave

New certificated employees coming from another school district, without a break in employment, will be credited with accumulated sick leave earned in the previous district, up to a total of ninety (90) days as defined in Idaho Code 33-1217.

Classified employees are not entitled to a transfer of sick leave from a previous school district nor are they able to transfer any accumulated sick leave to another school district.

**Last Updated: 14 May 2012**

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### **415.3 — ILLNESS IN IMMEDIATE FAMILY**

#### Definition

Immediate family is defined as spouse, children, brother, sister, mother or father by birth or marriage.

#### General

Employees will be granted sick leave for serious illness of a member of the immediate family and for taking a member of the immediate family, residing within the home, to doctor's appointments when there is no one else to accompany them. Said leave shall not exceed ten (10) days per year and must be charged against the employee's accumulated sick leave earned under Policy #415.1.

All leave under this policy must have prior approval by the Superintendent.

**Last Updated: 13 Jan 1992**

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### **415.4 — BEREAVEMENT LEAVE**

#### Immediate Family

With the approval of the Superintendent, employees will be granted leave of absence, with pay, to attend funerals of:

3. Members of the immediate family as defined in Policy #415.3.
4. Grandparents and grandchildren by blood or marriage.
5. Other persons living with employee at time of death.
6. Other relatives at discretion of Superintendent.

Said leave shall not exceed three (3) days for funerals in state or five (5) days for funerals out of state. Extensions may be granted by the Superintendent in extenuating circumstances and must be asked for and allotted within the first three (3) days.

## Other Funerals

At the employee's discretion, personal leave or up to 2 days of sick leave may be used to attend funerals of other relatives or friends, not immediate family. If all leave has been used, the employee's salary will be reduced in an amount sufficient to pay for a substitute.

**Last Updated: 17 July 2000**

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## **415.5 — PERSONAL OR PROFESSIONAL LEAVE**

### *PERSONAL LEAVE*

#### General

Personal leave shall be granted for any reason deemed necessary by the employee at the rate of two (2) days per year. Employees will have an additional personal leave day added after their fifth year of continuous service with the district (maximum of 3 personal days per year). Personal leave days may be taken as full or half days at the discretion of the employee. A maximum of five (5) personal leave days can be used in one year; exceptions may be made by the Board of Trustees for situations deemed appropriate as requested by the employee.

#### Accumulative

Personal leave can be accumulated and the days accumulated will be reimbursed when the employee leaves the district. The rate of reimbursement will be the classified substitute daily rate at the time of retirement.

#### Restrictions

Personal leave can not be used during the first two (2) weeks of school, the last two (2) weeks of school or the day before or the day after school holidays or vacations. Exceptions may be made by the Superintendent for emergencies such as funerals or sickness.

### *PROFESSIONAL LEAVE*

Professional leave shall be granted at the discretion of the Superintendent. Some examples are, but not limited to, curriculum development or research, professional meetings, workshops and those items listed in Idaho Code 33-513(1).

**Last Updated: 09 Feb 2016**

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**415.6 — MATERNITY/PARENTAL LEAVE**

Whenever an employee becomes pregnant, she shall notify the Superintendent as soon as is convenient after the pregnancy has been determined. She shall include in the notification whether she wishes to terminate her employment or apply for maternity leave.

A pregnant employee may work as long as her physician recommends. She may begin her sick leave, under Policy #415.1 at a time consistent with the regulations listed in the Family Medical Leave Act. An employee of the district shall be granted one work-week's leave (five (5) days) with pay for maternity/parental leave for the birth of her/her child. Any extension of leave beyond that allowed by the Family Medical Leave Act must be approved by the Board of Trustees and must be taken without pay.

**Last Updated: 26 Nov 2018**

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**415.7 — LEAVE COVERED BY WORKMEN'S COMPENSATION**

Employees who must be absent during a period when they are paid by Workmen's Compensation are not eligible to receive sick leave pay.

**Last Updated: 13 Jan 1992**

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**415.8 — JURY DUTY**

Employees summoned for jury duty shall be entitled to serve without penalty. If the pay received for jury duty is less than their regular salary, the district will pay the employee an amount sufficient to bring the combined pay up to the level of the employee's regular salary.

**Last Updated: 13 Jan 1992**

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**415.9 - LEAVE FOR MILITARY SERVICE**

No employee shall be denied the opportunity of serving in the National Guard or reserve components of the armed services. The following shall apply:

1. A maximum of fifteen (15) days may be authorized by the Superintendent. Additional leave must be approved by the Board of Trustees.
2. Requests for military leave shall be made at least two (2) weeks in advance.

3. Pay for substitutes shall be deducted from any salary.

**Last Updated: 13 Jan 1992**

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#### **415.10 — ABSENCES WITHOUT PAY**

##### Short Term Absences

Absences, not exceeding two (2) weeks, not covered by other leave policies, and without pay may be authorized by the Superintendent for purposes which he considers urgent and necessary.

##### Long Term Absences

Any certificated employee on continuing contract may petition the Board of Trustees for extended leave, without pay, of up to one contract year for reasons considered to be urgent and necessary.

Upon return to work, an employee granted such leave shall be credited with all fringe benefits earned prior to the beginning of said leave. In addition, the employee may pay the district an amount equal to the current insurance rate and maintain their membership in the district's insurance program during the period of approved leave.

**Last Updated: 13 Jan 1992**

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#### **416.1 -- SEXUAL HARASSMENT**

The sexual harassment of any employee or recipient of the services of Midvale School District is absolutely forbidden. The Board of Trustees has designated the Superintendent as the official who is responsible for receiving and investigating complaints of sexual harassment. Any employee who is made aware of an alleged incident of sexual harassment will take action to bring the matter to the attention of the most appropriate administrative authority who will, in turn, take immediate action pursuant to this policy.

##### **Definition**

According to the Equal Employment Opportunity Commission, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 of effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Additionally, the Equal Employment Opportunity Commission states that a person who is qualified for but denied an employment benefit because of another's submission to sexual harassment may be protected by Title VII of the 1964 Civil Rights Act.

### **Distribution**

Because prevention is the best tool for the elimination of sexual harassment, this policy will be distributed to all employees of Midvale School District.

### **Investigation and Resolution**

Filing - Employees who believe they are being subjected to illegal sexual harassment are encouraged to file complaints through the District's grievance procedure. Due to the sensitivities associated with this subject, any person or step normally part of the grievance procedure may be bypassed if the complainant feels it is necessary to do so. If an employee so chooses, she/he may bypass the procedure entirely and file a sex discrimination claim directly with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC).

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

### **Confidentiality**

Due to damage that could result to the career and reputation of any person falsely or in bad faith accused 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 toward, the accused as well as the complainant. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential communication.

Any employee aggrieved by the occurrence of sexual harassment will be expected to report the matter through the most confidential and direct means possible to preserve morals and discipline in the work unit.

Steps include:

- 1) Making a statement of known facts in writing to the designated official, and
- 2) Avoiding discussing the matter with co-workers and persons not directly responsible for investigating the matter.

### **Investigation Procedure**

When an allegation of sexual harassment is made of any employee, the designated official will take immediate steps to:

- 1) Obtain a statement of grievance from the complainant regarding the times, dates, places, and circumstances surrounding the allegations,
- 2) Discuss the matter with the accused,
- 3) Obtain statements of witnesses or possible witnesses, if any,
- 4) Prepare a report of the investigation and submit it to the highest authority in the organization.

### **Action and Resolution**

Based on the report, the administration shall take immediate and appropriate corrective action. In determining whether conduct constitutes sexual harassment, the administration will look at the record as a whole and at the totality of the circumstances, such as the nature of the alleged sexual advances 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.

If there appears to be no foundation to the allegation:

- 1) No record shall be made of the allegation in either the accused or accuser's personnel records;
- 2) A reiteration of the policy against sexual harassment may be appropriate;
- 3) Bad faith allegations or use of this policy for unintended purposes may result in disciplinary action against the accuser.

If a foundation for the allegation exists, disciplinary action against the offending employee will follow. The disciplinary action will be commensurate with the scope and severity of the occurrence, and may include, but is not limited to, demotion, suspension, dismissal, warnings or reprimands. Additionally, every effort shall be made to provide appropriate relief for the victim.

**Last Updated: 9 Oct 1995**

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## **416.2 — EMPLOYEE CONFLICT OF INTEREST**

### Purpose

The purpose of this conflict of interest policy is to insure that district employees spend their time on affairs of the district without undue influence from outside sources or without using their position to enhance their private businesses.

### Gifts

No employee shall accept gifts or other gratuities from individuals, groups or businesses for performing work in connection with their school district employment.

### Outside Employment

Outside employment is prohibited only when, in the opinion of the Superintendent, such employment interferes with the employee's performance or when the outside employment will have a negative educational or moral impact on the district.

### Outside Business Interests

Outside business interests are considered to be a conflict of interest only when such business interest effects the employee's performance, or when it will have a negative impact on the educational or moral climate of the school, or when the employee uses his or her school time to transact business or otherwise further his or her business interests.

### Administrative Authority

The Superintendent has the authority and responsibility to enforce this policy and to use such administrative guidelines as he deems necessary to insure the implementation of its intent.

**Last Updated: 13 Jan 1995**

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## **416.3 - EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION**

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, gender identity and expression, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to the Title IX or Nondiscrimination Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

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.

Cross References: 411.1 Hiring Process and Criteria

Legal References: 8 U.S.C. §§ 1324(a), *et seq.* Immigration Reform and Control Act  
20 U.S.C. §§ 1681-82, *et seq.* Title IX of the Education Amendments  
of 1972  
29 U.S.C. § 206(d) Equal Pay Act of 1963 -Prohibition of



Sex Discrimination  
29 U.S.C. §§ 621-34 Age Discrimination in Employment Act  
29 U.S.C. §§ 791, *et seq.* Rehabilitation Act of 1973  
42 U.S.C. §§ 12101, *et seq.* Title I of the Americans with Disabilities  
Act of 1990  
42 U.S.C. §§ 2000(e), *et seq.* Title VII of Civil Rights Act of 1964  
(Equal Opportunity Employment)  
29 C.F.R. Part 1601 Implementing Title VII of Civil Rights  
Act  
29 CFR § 1604.10 Pregnancy Discrimination Act -  
Employment Policies Relating to Pregnancy and Childbirth

**Adopted: 16 March 2020**

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#### **421.1 — RECRUITMENT AND HIRING**

##### General

Recruitment of certificated staff members of the district shall be the responsibility of the Superintendent. However, the Board of Trustees must approve and enter into a contractual arrangement with the successful applicant. As part of the hiring process, the applicant will be required to be fingerprinted for a full background check, as mandated by Idaho Code 33-130 and 33-512(15).

##### Procedures

The Superintendent shall develop procedures for recruiting and hiring as necessary.

##### Vacancy Announcements

Position vacancy notification shall be announced locally and with such other placement agencies as the Superintendent may choose.

##### Nondiscrimination

Employment procedures and practices shall not discriminate against any person on the basis of race, color, creed, national origin, ancestry, sex, age, marital status, or place of residence.

**Last Updated: 12 Jul 1993**

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#### **421.2 QUALIFICATIONS FOR EMPLOYMENT**

##### General

Selection of certificated personnel shall be based on the following qualifications:

1. Training and Certification;
2. Demonstrated professional competency.
3. Personal characteristics.
4. Suitability for the position.
5. Compatibility with School District policy.
6. Experience.

Qualifications of certificated applicants shall be evaluated upon their merits, without regard to race, color, creed, national origin, age, sex, marital status, or place of residence.

**Last Updated: 13 Jan 1991**

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### **421.3      PROFESSIONAL CERTIFICATION**

All professional employees shall have certification or authorization, valid for the service they render, prior to the beginning of the contract year.

**Last Updated: 13 Jan 1992**

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### **422.1      PROFESSIONAL EMPLOYEE ASSIGNMENTS**

The Superintendent shall make appropriate assignments to all employees. Staff assignments will be presented to the board for review in July of each year.

**Last Updated: 17 Aug 2015**

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### **422.2      SALARY SCHEDULES**

The Board of Trustees shall establish salary schedules for the Midvale School District. The Board may consider the following criteria when establishing the salary schedule:

1. Money available for salaries.

2. Adequacy of schedule to attract and hold qualified staff.
3. Adequacy of schedule to stimulate professional growth.

The Board of Trustees shall allow the Midvale Education Association to make a presentation concerning salary recommendations. Should the Board, at some later date, enter into a master contract with the professional staff that conflicts with this policy then the provisions of the agreement would be used in place of this policy as a basis for establishing the salary schedule.

In order to advance horizontally on the salary schedule, from range to range (A to B to C, etc.), teachers shall submit transcripts by September 15<sup>th</sup>. Advancement horizontally shall depend on the following:

1. Credits for advancement must be earned after certification is granted.
2. Credits to move from range to range must be computed on a semester basis.
3. Official copies of transcripts must be on file prior to the date checks are issued in September.

The salary schedule shall include any compensation to be given for extra service. **(See Form 422.2)**

**Last Updated: 21 Aug 2006**

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#### **422.4 REDUCTION IN FORCE FOR CERTIFIED PROFESSIONAL EMPLOYEES**

##### **General Statement of Policy**

It is recognized that the Board of the District has the responsibility to maintain good public elementary and secondary schools and to implement the educational interest of the state, consistent with state and federal educational requirements, including the district and school attainment of Annual Yearly Progress, school and district improvement plans, accreditation requirements, and other school-based specific issues. However, recognizing also that it may become necessary to eliminate certificated staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such elimination become necessary.

##### **Reasons for Elimination of Certificated Staff Positions**

It is recognized that the Board of the District has the sole and exclusive prerogative to eliminate certified staff positions consistent with the provisions of the state statutes.

Elimination of certificated staff positions may result from the following examples or from other conditions necessitating reductions:

- a. Decreases in student enrollment
- b. Changes in curriculum
- c. Financial conditions or limitations of the District.

The need for implementation of a Reduction in Force (RIF) and/or the elimination of certificated positions is left to the sole discretion of the District's Board of Trustees.

The Board of Trustees may choose to implement a RIF through:

- a. the elimination of an entire program or portions of programs;
- b. the elimination of positions in certain grade levels only;
- c. the elimination of positions by category;
- d. the elimination of positions in an overall review of the District;
- e. the elimination of positions through other considerations and implementation decisions.
- f. the elimination of a portion or percentage of a position(s) or
- g. any combination of the above.

### **Definitions**

As used in this policy, "teacher" shall apply to any employee of the District who holds a certificate issued by the State Board of Education who is employed in a teaching or administrative position, below the rank of Superintendent.

### **Procedures**

1. Prior to commencing action to terminate teacher contracts under this procedure, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
  - a. Voluntary retirements
  - b. Voluntary resignations
  - c. Transfer of existing staff members
  - d. Voluntary leaves of absence
2. In the event a reduction-in-staff is required, teachers who are retained pursuant to this policy may be reassigned if suitable position openings are available in instructional areas for which they are Highly Qualified and for which the principal has approved transfer as per Idaho Code requirements.

3. In the Board making a determination as to the individuals to be released pursuant to the Reduction in Force, consideration 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 pursuant to the provisions of this policy. The following criterion will be considered:
  - a. Area(s) of certification for which the teacher is Highly Qualified which are classified by the District as Hard to Fill positions.
  - b. Number of areas of certification for which the teacher is Highly Qualified.
  - c. Educational/Degree status.
  - d. National Certifications held.
  - e. Position as a lead or master teacher within the District.
  - f. Whether or not the teacher is Highly Qualified in a course necessary for high school graduation requirements.
  - g. Whether or not the teacher is Highly Qualified in a course necessary for middle school advancement.
  - h. Contribution and/or involvement in extra-curricular or co-curricular positions with students.
  - i. Compliant with Professional Standards Commission regulations.
  - j. Teacher evaluations, including components required by state statute to be encompassed in teacher evaluations.

It is the intent of the Board that the individual and cumulative effect of each criterion on the welfare 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. Thus, each criterion shall be considered in terms of this total context.

The factors for consideration shall be reviewed on an annual basis by the District's Administration to determine whether factors should be added or eliminated, or weighted differently. Such recommendations for modification will then be brought before the Board for consideration.

4. The Superintendent shall give advance notice of the possible Reduction in Force to all teachers who may be released, based upon the number of teachers who may be released, in full or in part, and the school programs, teacher positions or categories of positions that may be affected.
5. Upon receipt of this notification, it is recommended that the subject teachers review their personnel file materials with the District's Administrative Office to assure that the school as appropriate information relating to the various criteria referenced above.

- a. If a teacher receiving a Teacher Profile believes that there is an error, the teacher shall notify the District's Administrative Office of their concern of an error, in writing, by the close of the school day on the fifth (5<sup>th</sup>) school day after the teacher has received notice of the possible Reduction in Force.
  - b. This written notice shall specifically identify what element or elements of the teacher's personnel file and criteria are believed to be erroneous and explain specifically why the element(s) is/are believed to be in error.
  - c. If the District receives notice of possible error, each such written notice, timely received, shall be individually reviewed for possible reconsideration or evaluation of the information used in consideration of the Reduction in Force.
  - d. Should a teacher fail to inspect their personnel file and have inaccurate information in their personnel file and/or have failed to provide the District with updated information, the information contained in the file will be utilized for the Reduction in Force determination and the teacher will not have the opportunity to subsequently correct such information after the Reduction in Force has been implemented.
6. If the Board determines that a RIF in fact will be implemented, the Superintendent shall submit a list of the teachers recommended for release, through use of the above process, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.
  7. All releases shall be done in conformance with the applicable provisions of the Idaho Code and all affected teachers 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.

**Last Updated: 21 Mar 2011**

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#### **422.5 - EXTRA DUTY ASSIGNMENTS**

The Board may enter into a Supplemental Contract with a Certificated Professional Employee (CPE) to provide for an extra duty assignment. An "extra-duty assignment" is defined as any assignment which is not part of a CPE's regular teaching duties or for assignments that are outside of the academic year, i.e. FFA, BPA and FCCLA summer activities. A contract ("Supplemental Contract") for an extra-duty assignment shall be separate and apart from a CPE's regular teaching contract, irrespective of whether a CPE is employed as an annual contract teacher, a renewable contract teacher or employed pursuant to a limited one (1) year contract.

A CPE shall have no property rights in an extra-duty assignment regardless of the period of employment or the descriptions and terms set forth therein and such extra-duty assignment shall be considered in all respects "employment at will" subject to termination by the Board at any time with or without cause.

If the Board determines to terminate the CPE's extra-duty assignment during the contract period or not to reissue a Supplemental Contract for an extra-duty assignment for the ensuing school year, the Board or its designee, shall provide the CPE with written notice of such action setting set forth the reasons for such action.

The CPE may within five (5) days of receipt of said Notice request, in writing, an Informal Review before the Board. The Board shall hold the Informal Review no more than thirty (30) days after receipt of such request and shall inform the CPE of the date, time and place of the Informal Review.

The procedures for said informal review shall be as follows:

1. The informal review shall be held in executive session;
2. The Board, or its appointed Hearing Officer, shall preside over the Informal Review;
3. The informal review shall be orderly;
4. The purposes of the Informal Review are to provide the CPE with an opportunity to address the Board informally and to present to the Board the reasons why the CPE should be reissued a Supplemental Contract for the extra-duty assignment or why the CPE's Supplemental Contract should not be terminated during the contract term, whatever the case may be and for the Board to deliberate and reevaluate its previous decision;
5. The CPE may be represented by legal counsel;
6. The CPE may have other persons address the Board on the CPE's behalf and/or submit documentation for the Board's review;
7. The Administrative Staff may, but is not required to, present witnesses, submit documentation and/or make rebuttal statements during the Informal Review;
8. The Board or the Administrative Staff may question the CPE about matters relating to the Supplement Contract for an extra-duty assignment;
9. Within fifteen (15) days following the Informal Review, the Board shall notify the CPE in writing of its final decision in the matter.

**Last Updated: 17 Aug 2015**

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## **423.2 PROBATION – ANNUAL CONTRACT TEACHER**

### Definitions

The following definition shall apply:

*Annual Contract Teacher*      A teacher who has not completed three (3) continuous years of teaching in the Midvale School District and signed a legal contract for a fourth year.

### General

When an evaluation of an annual contract teacher has been completed and the Superintendent has determined that the teacher is not meeting the minimum acceptable requirements of the District and has determined that the deficiencies are such that, if not corrected, they could lead to a recommendation of dismissal or not to re-employ, the Superintendent shall recommend to the Board of Trustees that the employee be placed on probation.

The recommendation to place a teacher on probation shall be considered by the Board, in an executive session, and any subsequent action by the Board to place the teacher on probation shall be made in executive session to protect the teacher from any adverse publicity. The teacher placed on probation shall not be named in the minutes of the meeting. A record of the decision shall be placed in the teacher's file.

### Procedure

1. The Superintendent, following an unsatisfactory evaluation of a teacher, shall recommend to the Board that the teacher be placed on probation. The recommendation shall contain, but not necessarily be limited to:
  1. A statement of deficiencies.
  2. A statement of improvement desired.
  3. A statement of possible alternative actions to be taken by the teacher and district to improve deficiencies.
  4. A stated time to be allowed for improvement of deficiencies which shall extend until the Board notifies the teacher that the district will or will not offer employment for the next school year. Said notification shall be made prior to May 15 of the school year.
  5. A statement that the Superintendent will supervise the probation.
  6. A statement of the consequences if deficiencies are not improved
  7. A statement of other conditions of probation if there are to be any.
2. The Board shall consider the recommendation for probation in executive session.
3. The Board shall reach their decision in executive session.
4. If the decision is reached to place the teacher on probation, the Board shall notify the teacher of that decision by personal service handled by the Superintendent or Clerk of the Board. Delivery shall be verified by signature of the teacher, upon receipt of the notice, and by the person who delivered the notice. Should the teacher refuse to sign indicating receipt of the notice a second party shall be asked to witness the delivery and so indicate by signature.
5. The notice of probation shall include the recommendation of the Superintendent listed under Procedures - Item No. 1.
6. Prior to the end of the probationary period, the Superintendent shall recommend to the Board that the teacher be re-employed or not be re-employed. The recommendation is to



be considered in executive session, however, the final action is to be made in an open session of the Board.

7. If the recommendation is made not to re-employ the teacher then the following shall apply:
  1. The Board shall notify the teacher as indicated in Item No. 4.
  2. The notice shall include a statement of reasons why the teacher will not be re-employed and a statement that the teacher is entitled to an informal review of the decision if requested.
  3. If the teacher requests an informal review, the Board shall grant the request, set the date and notify the teacher as in Item No. 4.
  4. The informal review shall be public unless requested to be in executive session by the teacher.
  5. Any decision on the informal review shall be made in open session, recorded in the minutes and delivered to the teacher as in Item No. 4.

**Last Updated: 13 Jan 1992**

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### **423.3 PROBATION – RENEWABLE CONTRACT TEACHER**

#### Definition

The following definitions shall apply:

Renewable Contract Teacher a teacher who has completed three (3) continuous years of teaching in the Midvale School District and signed a legal contract for the fourth year.

Minimum Standards Generally accepted educational standards for teachers as interpreted by the Superintendent or evaluator.

#### General

When an evaluation of a renewable contract teacher has been completed and the Superintendent has determined that the teacher is not meeting the minimum accepted requirements of the District and has determined that the deficiencies are such that, if not corrected, they could lead to a recommendation of dismissal or non-renewal of contract, the Superintendent shall recommend to the Board of Trustees that the employee be placed on probation.

#### Procedure

1. The Superintendent, following an unsatisfactory evaluation of a teacher, shall recommend to the Board that the teacher be placed on probation. The written recommendation shall contain, but not necessarily be limited to:
  1. A statement of deficiencies
  2. A statement of improvements desired.
  3. A statement of possible alternative actions to be taken by the teacher and district to improve deficiencies.
  4. A stated time to be allowed for improvement of deficiencies which shall extend until the Board notifies the teacher of the decision on contract renewal or possible non-renewal.
  5. A statement setting forth provisions or conditions for supervision and evaluation during the recommended period of probation.
  6. A statement that all evaluations during the probationary period will contain information on whether the teacher is improving and whether or not such improvement, if any, is progressing satisfactorily.

7. A statement that a conference, between the evaluator and teacher, will be held within a reasonable time after the evaluation to discuss the evaluation and the teacher's progress or lack of progress.
  8. A statement that the purpose of the probation is to assist the teacher in remediation of the deficiencies.
  9. A statement of consequences if deficiencies are not improved to an acceptable level.
2. The Board shall consider the recommendation for probation in executive session.
  3. The Board shall reach their decision in executive session.
  4. A decision to place the teacher on probation shall be by Board action. A written notice of that action shall contain the name of the probationary supervisor and shall be delivered to the teacher, with the Superintendent's recommendations on probation attached, as an official, Board approved, part of the notice. Additional copies shall be filed as set forth in Policy 423.1 under documentation. The decision shall be recorded in the minutes of the executive session, but not in the minutes of the public portion of the meeting.
  5. The written notice shall be delivered by personal service handled by the Superintendent or Clerk of the Board. Delivery shall be verified by signature of the teacher, upon receipt of the notice, and by the person who delivered the notice. Should the teacher refuse to sign, indicating receipt of the notice, a second party shall be asked to witness the delivery and so indicate by signature.
  6. Evaluations conducted during the probationary period shall be in compliance with Policy 423.1, except that the evaluator need only address those items listed as deficient in the notice of probation. The evaluations may include, secondary sources, other items of evaluation and references to any acts by the teachers in defiance of probation, supervision or evaluation.
  7. If the probationary supervisor is not the Superintendent, the following shall also apply:
    1. An additional copy of each evaluation shall be filed with the Superintendent.
    2. Prior to the end of the probationary period the probation supervisor shall submit his final evaluation to the Superintendent, with recommendations for renewal or non-renewal of the teacher's contract.
    3. The Superintendent shall prepare a final document summarizing briefly the evaluations submitted by the probation supervisor.

4. If the probation supervisor recommends non-renewal of the teacher's contract, and the Superintendent agrees, then the procedure found in Policy 424.2 shall be followed.
  
8. If the probationary supervisor is the Superintendent, the following shall also apply:
  1. The Superintendent shall prepare a final evaluation summarizing all probationary evaluations and shall recommend to the Board that the teacher should be renewed or non-renewed.
  2. If the recommendation is to non-renew then the procedures set forth in Policy 424.2 shall be followed.

**Last Updated: 13 Jan 1992**

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#### **424.1 DEFINITIONS**

Throughout Section 420 the terms, "teacher", "certificated personnel", or "classroom teacher", are interchangeable. These terms mean any certificated person serving as a classroom teacher, librarian, counselor or teacher of students requiring special help.

**Last Updated: 13 Jan 1992**

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#### **424.2 REASONS FOR NOT ISSUING ANNUAL CONTRACT**

Teachers who are not employed on a renewable contract as provided by Idaho Code are not automatically entitled to a contract for the next school year. The Board of Trustees may choose not to re-employ any annual contract teacher provided Idaho Code 33-514 and any applicable district policies are adhered to.

**Last Updated: 13 Jan 1992**

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#### **424.3 REASONS FOR SUSPENDING, GRANTING LEAVE OF ABSENCE, PLACING ON PROBATION OR DISCHARGING CERTIFICATED PERSONNEL**

##### General

Idaho Code empowers the local Board of Trustees with the authority to suspend, grant leave of absence, place on probation or discharge certificated professional personnel for a material violation of any lawful rules or regulations of the Board of Trustees or of the State Board of

Education, or for any conduct which would constitute grounds for revocation of a teaching certificate.

### Reasons Enumerated

The following reasons for suspension, granting leave of absences, imposing probation or discharging certificated professional personnel shall be subject to state and federal law and State Board of Education regulations and are not intended to be all inclusive:

1. Grounds for revocation of certificate:
  1. Gross neglect of duty;
  2. Incompetency;
  3. Breach of the teaching contract;
  4. Making any material statement of fact in the application for a certificate, which the applicant knows to be false;
  5. Revocation, suspension, denial or surrender of a certificate in another state for any reason constituting grounds for revocation in this state;
  6. Conviction, withheld judgment or suspended sentence, in this or any other state of a crime involving moral turpitude;
  7. 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;
  8. Willful violation of any professional code or standard of ethics or conduct, adopted by the State Board of Education.
2. Lack of a valid teaching certificate.
3. Reduction in force.
4. Insubordination.
5. Actions or comments that cause deterioration in staff relationships or school community relationships and are therefore disruptive to the educational processes of the District.
6. Material violation of lawful rules or regulations of the Board of Trustees or of the State Board of Education.

**Last Updated: 13 Jan 1992**

Any teacher in violation of District policy 424.3 or Idaho Code 33-513(5) may be suspended from their duties, for up to five (5) school days, by the Superintendent. While under administrative suspension the teacher is entitled to full pay.

Before the Superintendent suspends any teacher he shall determine that it is in the best interest of the District's students to remove the teacher from his or her duties for a period of time.

If the Superintendent suspends a teacher he shall notify the Board members of his action and a meeting of the Board shall be called within five (5) school days to review the Superintendent's action. The Board may elect to lift the suspension, extend the suspension with pay or implement the provisions of Idaho Code 33-513(5), 33-514 or 33-515.

**Last Updated: 13 Jan 1992**

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**424.5            TEACHER DISCHARGE DURING CONTRACT TERM**

Any certificated classroom teacher may be discharged during a contract term for any reason covered by Idaho Code or policy 424.3, provided the procedures of Idaho Code 33-513(5) are followed.

**Last Updated: 13 Jan 1992**

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**424.6   DISCHARGE OF RENEWABLE CONTRACT TEACHER AT TIME OF CONTRACT RENEWAL**

A renewable contract teacher may be discharged at the time of contract renewal for any reason covered by policy 424.3 or Idaho Code, provided the provisions of Idaho Code 33-515 and, when applicable, Idaho Code 33-513 (5) are followed.

**Last Updated: 13 Jan 1992**

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**424.7   DECISION NOT TO RE-EMPLOY ANNUAL CONTRACT TEACHER**

The Board of Trustees may choose not to re-employ any teacher on annual contract provided the provisions of Idaho Code 33-514 and any applicable district policies are adhered to.

**Last Updated: 13 Jan 1992**

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#### **424.8 SALARY REDUCTION FOR RENEWABLE CONTRACT TEACHER**

The Board of Trustees may reduce the salary of any teacher on renewable contract by following the provisions of Idaho Code 33-515 and any applicable District policies.

**Last Updated: 13 Jan 1992**

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#### **426.1 SCHOOL DAY**

Certificated employees shall be in their place of assignment at least thirty (30) minutes prior to the beginning of classes and a minimum of thirty (30) minutes after the conclusion of classes, or until 4:30 pm daily, Monday through Thursday. The Superintendent may release certificated employees at the end of classes prior to holidays and vacations if it does not conflict with school business.

Should it be necessary for an employee to be absent for any part of the school day, arrangements must be made with the Superintendent.

**Last Updated: 15 July 2013**

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#### **426.2 TUTORING**

Members of the professional staff are expected to fulfill the responsibility of their professional assignments prior to involving themselves in other activities such as private tutoring, teaching in other institutions, and other activities for remuneration. A professional staff member shall not tutor for remuneration students assigned to the professional staff member's classes or area of professional responsibility, unless no other qualified person is reasonably available and acceptable to the student's parents.

The following guidelines shall be adhered to:

1. Professional staff members shall not solicit or recruit students enrolled in their classes or area of responsibility for tutoring for remuneration, unless no other qualified person is reasonably available who is acceptable to the students and their parents.
2. Professional staff members who tutor students enrolled in their classes or with whom they work for remuneration shall report the names of these students to the Superintendent. This information shall become a matter of record to be used in the event of public inquiry.
3. Professional staff members who tutor students for remuneration shall do so at a time other than that prescribed for their school assignment and in compliance with policies on facility use.

4. The fact that a student is being tutored for remuneration by a professional staff member is whose class or activity the student is enrolled, shall not influence the student's standing or grade in that class or activity in any manner other than that which would be the result of private tutoring from a person not so involved.
5. Professional staff members who are teaching or providing professional service at another institution shall do so on their own time and report this activity to the Superintendent, indicating the specific hours that the professional staff member will teach or provide a professional service and the span of time for which the professional staff member will be engaged in this activity.

**Last Updated: 13 Jan 1992**

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### **426.3      PROFESSIONAL CODE OF ETHICS**

#### **Preamble**

The educator believes in the worth and dignity of man. He/she recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. He/she regards as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts his/her responsibility to practice his/her profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility he/she has accepted in choosing a career in education and engages himself/herself, individually and collectively with other educators, to judge his/her colleagues, and to be judged by them in accordance with the provisions of this Code.

#### **Principal I: Commitment to the Student**

The educator measures his/her success by the progress of each student toward realization of his/her potential as a worthy and effective citizen. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfilling his/her obligation to the student, the educator:

1. Shall permit the student independent action in his/her pursuit of learning, and shall not, without just cause, deny the student access to varying points of view.
2. Shall submit matter for which he/she bears responsibility, without suppression or distortion.



3. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety and shall not procure, distribute or in any way make available any of the substances recognized as harmful to learning or to health and safety of the students, or to advocate the use of any such substances.
4. Shall conduct business in such a way that he/she does not expose the student to unnecessary embarrassment or disparagement.
5. Shall not exclude any student on the grounds of race, color, creed, or national origin from participating in or deny him/her benefits under program, nor grant any discriminatory consideration or advantage.
6. Shall refrain from using professional relationships with students for personal or private advantage.
7. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
8. Shall not tutor students assigned to his/her classes for remuneration, except when specifically approved by the Board of Trustees.
9. Shall not knowingly interfere with the constitutional rights of students.

#### Principle II: Commitment to the Public

The educator believes that patriotism in its highest form requires dedication to the principles of our democratic heritage. He/She shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public.

In fulfilling his/her obligation to the public, the educator:

1. Shall take adequate precautions to distinguish between personal views and the view of the Midvale School District.
2. Shall not, in direct or indirect public expression, knowingly distort or misrepresent the facts concerning educational matters.
3. Shall not interfere in recognizing a colleague's exercise of political and citizenship rights and responsibilities.
4. Shall not use the privileges of the Midvale School District for private gain or to promote political candidates or partisan political activities.

5. Shall accept no gratuities, gifts or favors that might impair or appear to impair professional judgment, nor offer any favor, service or thing of value to obtain special advantage.

### Principle III: Commitment to the Profession

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. He/She therefore exerts every effort to raise professional standards, to improve his/her service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education and to cooperate with the Professional Standards Commission in hearings and inquiries.

In fulfilling his/her obligation to the profession, the educator:

1. Shall not discriminate on the grounds of race, color, creed, or national origin for membership in professional organizations, nor interfere with the free participation of colleagues in the affairs of their association.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Shall use no coercive means or promise special treatment in order to influence professional decisions of colleagues.
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
5. Shall provide, upon request of the aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
6. Shall present his/her professional qualifications accurately, truthfully and completely.
7. Shall present evaluations of colleagues based only on facts.
8. Shall not engage in conduct which is offensive to the ordinary dignity, decency and morality of man.

### Principal IV: Commitment to Professional Employment Principle

The educator regards the employment agreement as a pledge to be executed, both in spirit and in fact, in a manner consistent with the highest ideals of professional service. He/She believes that sound professional personnel relationships with the Board of Education are built upon personal integrity, dignity and mutual respect. The educator discourages the practice of his/her profession by unqualified persons.

In fulfilling his/her obligations to professional employment practices, the educator:

1. Shall apply for, accept, offer or assign a position or responsibility on the basis of professional preparation and legal qualifications.

2. Shall apply for a specific position only when it is known to the educator to be vacant, and shall refrain from underbidding or commenting adversely about other candidates.
3. Shall present only factual information regarding the assignment or conditions of employment to an applicant.
4. Shall give prompt notice to the Midvale School District of any change in availability of service. The Midvale School District shall give prompt notice to the educator of change in availability or nature of a position.
5. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented or substantially altered by unilateral action of the Midvale School District.
6. Shall conduct professional business through channels that have been approved by the Midvale School District Board of Trustees.
7. Shall not delegate assigned tasks to unqualified personnel.
8. Shall permit no commercial exploitation of his professional position.
9. Shall use time granted for the purpose for which it is intended.

#### Principal V: The Competent Teacher

1. Assesses student achievement and ability
2. Prescribes accepted procedures which result in desirable learning.
3. Provides a positive environment for learning.
4. Adheres to school policies
5. Operates within the educational philosophy of the District.

**Last Updated: 13 Jan 1992**

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#### **426.4 RELEASE FROM CONTRACT – CERTIFICATED PROFESSIONAL PERSONNEL**

##### General

Idaho Code authorizes and directs the Board of Trustees to contract with certificated professional personnel. In addition, Idaho Code defines the contractual obligations of the Board of Trustees and the certificated professional personnel.

## Definitions

*Certificated Professional Personnel or Employee* as used in this policy, shall include all certificated professional personnel employed by the District, on written contract in form approved by the State Superintendent of Public Instruction or State Board of Education.

*Contract* as used in this policy, shall mean a contract in form approved by the State Superintendent of Public Instruction or State Board of Education.

*Release from Contract* as used in this policy, shall mean a request from a certificated professional employee to be released from contract prior to their completion of the obligations specified in the contract.

*Resignation* as used in this policy, shall mean that a certificated professional employee chooses not to accept the offer of a new contract for the next school year.

*Breach of Contract* as used in this policy, shall mean that a party to a contract has willfully failed to comply with the provisions of the contract.

## Authority to Receive Requests for Release of Contract

The Superintendent and Clerk are both authorized to receive requests for release from contract, submitted by certificated professional personnel, and to convey the requests to the Board of Trustees for consideration. Receipt of such a request by the Superintendent or Clerk does not constitute approval of the request. Such approval can only be made by the Board of Trustees during a legally constituted meeting of the Board.

## Authority to Approve Request for Release from Contract

The Board of Trustees reserves the right to make all decisions concerning requests for release from contract made by certificated professional personnel, including acceptance or rejection of any or all such requests.

The Board's decision on such requests shall be based on the interests of the District. In reaching its decision the Board will consider factors including, but not necessarily limited to, the following:

1. The reasons given for the request
2. The timelines of the request
3. The difficulties that may be expected in finding a satisfactory replacement
4. The extent to which the acceptance or denial of the request for release from contract will be in the best interest of the District.

Resignations are not subject to the provisions of this policy.

## Consequence of Breach of Contract

Should the Board of Trustees find a certificated professional employee to be in breach of contract, the Board, may, at its discretion, seek appropriate legal remedies.

#### Procedures for Submitting Requests

1. The request must be in writing.
2. It must state the reason for the request for release from contract.
3. It must be addressed to the Chairman of the Board of Trustees of Midvale School District No. 433, Midvale, Idaho 83645
4. It must be mailed to the above address or hand delivered to the District Superintendent or Clerk at the Midvale School.
5. It must be considered by the Board of Trustees in a legally constituted meeting.
6. The Board of Trustees' decision must be in writing and delivered to the certificated professional employee by certified, return receipt, mail or delivered in person and receipt of such decision acknowledged by signature of the certificated professional employee to whom the decision was delivered.

**Updated: 13 Jan 1992**

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### **427.1            PROFESSIONAL DEVELOPMENT PLAN**

#### Philosophy

It is the philosophy of the Board of Trustees that individuals involved in the education of our youth can and should continue to learn and develop better skills in order to keep current with advances in the field of education. It is further believed that the best way to acquire these improved skills is through a well planned professional growth program.

In keeping with the philosophy of the District, the goal of the professional development program is to assist staff to achieve the greatest knowledge and skills in keeping with their responsibilities within the District in order to achieve a higher level of student performance.

In approving this plan, the Board of Trustees recognizes that professional development is essential for the District and is committed to providing necessary support in time and funding to teachers and staff within the resources available.

#### Responsibility

The Superintendent shall be responsible for the development and administration of the District's professional development plan.

#### Professional Development Requests

Any regular staff member - administration, instruction, support, or paraprofessional - may apply for professional development funds. Requests should be made in writing to the Superintendent and should include approval of the department chair, if needed, i.e. for grant funds, CTE, etc.

Priority criteria for review of professional development requests are the following:

1. It must be tied to the identified needs of the District.
2. It must support classes to complete an endorsement which the District needs for accreditation.
3. It must support conferences and training directly tied to the individual's role in the District.
4. It must be tied to training which the District is requiring or requesting of a staff member.
5. It must meet allowable use for funds.

#### Evaluation and Reporting

1. If the inservice is for an individual, the report will be given to the most appropriate person within the administration.
2. If the inservice is of general interest, those attending will arrange a time to present a summary to the entire group.
3. If the inservice is for the entire staff, a group evaluation will be done.
4. A summary report of professional development for the District will be presented to the Board of Trustees at the June meeting.

**Last Updated: 22 June 2020**

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#### **428.1 JOB DESCRIPTION – ATHLETIC DIRECTOR**

1. Complete, send, receive and file all contracts needed for interscholastic sports activities.
2. Collect and maintain necessary documents for student physical exams and insurance coverage.
3. Submit all eligibility reports and necessary documents to the Idaho High School Activities Association, including transfers, hardship, etc.
4. Prepare athletic schedules and submit to the Commissioners for each sport. Provide copies for Superintendent, Coach, Clerk and news media.
5. Arrange for all officials, not assigned by the commissioners, for athletic events, including timers, scorers, chain crew, and any others necessary.
6. Keep an inventory of all athletic equipment and be responsible for the proper storage of this equipment.
7. Notify bus supervisor of date, time, destination, and number of buses needed for events requiring travel.
8. Attend home athletic events.

9. Check with opposing teams prior to competition to make certain the teams are outfitted in correct uniform color.
10. Provide for the typing and distribution of programs for the athletic competitions needing them.
11. Prepare game schedules and player rosters for all sports events and send to member schools of the Long Pin and to local patrons and businesses.
12. Perform other athletic related assignments as requested by the school administrator.

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#### **429.1 JOB DESCRIPTION – CERTIFIED STAFF**

The primary mission for the Midvale School District is to promote student achievement and success. We believe student success is contingent upon our support of competent teachers and effective instruction. The following, although incomplete, gives a brief description of what we believe are the most important aspects of effective instruction.

We expect the teacher will:

1. Have high expectations for students.
  1. Sets standards for learning and lets students know they are expected to meet those standards.
  2. Expects and requires students to pay attention, to work persistently toward completion of assignments, to exhibit cooperative attitudes, and, in general, to concentrate on academic activities rather than inappropriate socializing.
  3. Communicates attainable mastery expectations for students regardless of their entering ability levels.
2. Makes the goals and objectives of instruction explicit.
  1. Develops and prioritizes long and short term learning goals and objectives according to district curriculum.
  2. Communicates expected behaviors and attitudes explicitly to students.
  3. Sequences learning goals and objectives to facilitate student learning as reflected in lesson plans.
3. Frequently monitors student progress with assessment tools closely related to the objectives being pursued.
  1. Uses criterion referenced tests as assessment instruments in the class which match learning objectives.
  2. Uses assessment results and evaluation activities for instructional diagnosis and prescription.
4. Spends time on task.
  1. Has activities, materials, equipment, and assignments ready.



2. Plans class sessions so that class time is spent on learning and very little time is spent on non-learning activities.
  
5. Establishes a favorable climate for learning.
  1. Maintains a task-oriented classroom atmosphere.
  2. Maintains an orderly classroom that allows for appropriate student interaction.
  3. Carries out quickly, discipline procedures that are clearly linked to inappropriate student behavior, taking care to avoid disrupting the whole class.
  4. Responds constructively to student needs and concerns.
  
6. Teacher demonstrates knowledge and comprehension of the elements on the instructional act.
  1. Each lesson has an objective which is posted or stated and is referred to throughout the lesson.
  
7. Professionalism.
  1. Is a positive role model for students.
  2. Works cooperatively with students, administrators, para-professionals, community members, parents, and teachers.
  3. Follows Board of Trustees, district and building guidelines and procedures.

**Last Updated: 16 Apr 2001**

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#### **431.1 RECRUITMENT AND SELECTION**

Recruitment and selection of non-certified personnel shall be the responsibility of the administration. The Superintendent of schools shall have the authority to delegate recruitment and selection responsibilities to staff members. Job descriptions and pay scales will be approved by the Board before recruitment and selection of non-certified personnel. Final candidates will be taken to the Board for hire.

Selection shall be based upon the merits of the candidates without regard to race, religion, sex, or marital status.

**Last Updated: 21 Sept 1992**

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#### **432.1 QUALIFICATIONS**

Selection of staff personnel shall be determined on the following criteria:

1. Training, experience and skill

2. Demonstrated competency
3. Suitability for the position
4. Personal characteristics
5. Compatibility with educational philosophy
6. Qualifications for state license, as required.

**Last Updated: 21 Sept 1992**

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### **432.2 PHYSICAL EXAMS**

All full-time and regular part-time employees are to present evidence of good physical health prior to their initial employment. The administration may request any employee to have a physical examination at district expense, if, in the judgment of the administration, it appears necessary.

Non-certified personnel shall be free of tuberculosis or other contagious disease in accordance with existing statutes.

Bus drivers must have a physical exam and a valid chauffeurs license before operating District #433 buses.

**Last Updated: 21 Sept 1992**

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### **432.3 RETIREMENT**

Non-certified employees who reach age seventy (70) on or before June 1 of the school year are automatically retired; however, a person who has reached the retirement age may, upon application, continue on a year-to-year basis upon the recommendation of the Superintendent and approval of the Board.

**Last Updated: 21 Sept 1992**

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### **432.4 RESIGNATION**

Termination of employment by a non-certified school employee must be given in writing two (2) weeks prior to the final day of intended employment. Early termination may be granted by the Board upon request, provided that suitable replacement can be secured.

Resignations effective prior to the completion of the contract year will result in the forfeiture of vacation privileges unless the reason for resignation is ill health or other matters beyond the control of the employee.

**Last Updated: 21 Sept 1992**

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#### **432.5 REPLACEMENTS**

Personnel serving as replacements shall meet the requirements of full-time employees. Every effort shall be made to fill all vacancies with personnel who have preparation equal to that of the regular personnel.

**Last Updated: 21 Sept 1992**

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#### **432.6 OVERTIME**

Employees who work in excess of forty (40) hours per week at the request of their supervisor will be paid overtime at time and a half their normal rate. All overtime must be approved by the Superintendent before overtime is used.

The work week is defined as beginning at 12:01 am Sunday and ending at 12:00 midnight on Saturday.

Work schedules may be changed by supervisors for the convenience of the District.

Some employees work a shortened or split schedule when school is in session. When school is not in session, these employees will work eight (8) hours a day.

**Last Updated: 21 Sept 1992**

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#### **432.7 VACATIONS**

The Superintendent of Schools shall establish a vacation schedule for full-time certificated and non-certified employees of the District.

All vacations shall be taken during the school vacation times, except by special arrangement with the Superintendent.

Full-time regular employees can accumulate two (2) days of vacation leave per month up to a total of ten (10) days with pay per year. After five (5) consecutive years of employment with the District, full-time regular employees will be entitled to fifteen (15) vacation days with pay per year. Vacation time is non-cumulative each year from June 1 through May 31.

Except in cases of emergency, and upon Board approval, employees may not be employed for extra wages during vacation periods.

With this policy in mind, the following points should be followed:

1. Vacation requests should be given to the Superintendent at least two (2) weeks in advance of the beginning of the vacation. Approval will follow the request unless too many ask for the same period.
2. Even though the policy states that all vacations must be taken during school vacation times, it also says that extenuating circumstances to this may be discussed with the Superintendent. Example: a person hired late in the year (October, November, or December, etc.) may discuss a prorated leave of days based on the days earned since employment.
3. If an employee is requested, by the Superintendent or Board of Trustees, to work and is not able to use their vacation leave by May 31, the employee will be compensated for their unused vacation days at their regular daily rate of pay.

**Last Updated: 28 Aug 2017**

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#### **434.1 DEFINITIONS OF NON-CERTIFIED PERSONNEL**

The term non-certified personnel shall include those persons employed by the school district who are not required by law to have a teaching certificate for qualification. These shall include, but not be limited to, the following:

1. Custodial and maintenance employees;
2. Clerical employees;
3. Lunchroom employees;
4. Bus drivers;
5. Teacher's aides;
6. Extra help for summer maintenance

**Last Updated: 21 Sept 1992**

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**436.1 RELATIONS TO PROFESSIONAL STAFF**

The relationship of certificated and non-certificated employees should be that of partners working together to provide the best possible learning situation for the students of this school district.

**Last Updated: 21 Sept 1992**

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**436.2 RELATIONS TO PUPILS AND PUBLIC**

In general, students are the responsibility of the professional staff. Except as noted below, non-certificated personnel should assume no authority on this matter:

1. Bus drivers are responsible for students on their bus when they are in charge of the students.
2. Certain clerks and secretaries are designated to deal with students in attendance and related matters.
3. A custodian is in charge of a building during 'off' hours when he or she is present.
4. When students are being destructive of public property and no professional staff member is immediately present.

**Last Updated: 21 Sept 1992**

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**439.1 JOB DESCRIPTION – TITLE 1 AIDE**

Qualifications

Demonstrated interest in and aptitude for the work to be performed; such alternatives to the above qualifications as the district may find appropriate.

Primary Responsibility to

Superintendent and Title 1 Director

Job Goals

In order to assist principals, Title 1 Director, teachers and students in providing individualized instruction and encouragement in achieving in the 'educational basics', the Title 1 Aide shall carry out the following performance tasks:

1. Perform clerical work and have understanding of standard clerical equipment.
2. Work with the classroom teacher to develop specific programs to help with the instruction of below-grade level students.
3. Work individually and with small groups of students in an instructional capacity in the 'basics' – language arts, reading and math.
4. Administer and score tests to establish criteria for helping individual students when called upon.
5. Maintain necessary records to comply with regulations and evaluate student progress.

### Terms of Employment

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

### Evaluation

Performance of this position will be evaluated periodically by the teacher, Principal and Title 1 Director

### Salary

The salary shall be determined by the Board of Trustees.

**Last Updated: 21 Sept 1992**

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## **439.2            JOB DESCRIPTION – COOK -- MANAGER**

### Qualifications

Demonstrated ability to successfully accomplish the performance tasks listed below.

### Primary Responsibility to

Superintendent

### Job Goals

In order to serve the students attractive and nutritious meals in an atmosphere of efficiency and cleanliness in harmony with state and federal guidelines, the cook manager shall carry out the following performance tasks:

1. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintain the highest standard of safety and cleanliness in the kitchen.
3. Check food shipments into the school, signing invoices only after each order has been verified.
4. Determine the quantities of each food to be prepared daily, with assistance from the Hot Lunch Director.
5. Determine the size of servings to meet the necessary age requirements with the assistance of the Principal.
6. Prepare food according to a planned menu and tested, uniform recipes, and determine if the finished product is of best quality both in flavor and appearance before it is served. Supervise and assist in the serving of food.
7. Oversee the locking of the storeroom and maintaining of a correct monthly inventory.
8. Order all necessary supplies on a weekly basis.
9. Report immediately any problem in the cafeteria area.
10. Confer with the Principal regarding any personnel problems.
11. Report to the Principal any faulty or inferior quality food which is received. Also report equipment in need of repair or replacement.
12. Supervise and assist with the daily cleaning of all cafeteria equipment and washing and sterilizing of all dishes, silverware, and utensils.
13. Prepare all reports as directed by the Principal.
14. Perform such other duties as may be assigned.

### Terms of Employment

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

### Evaluation

Performance of this position will be evaluated periodically by the Principal.

### Salary

The salary shall be determined by the Board of Trustees.

**Last Updated: 21 Sept 1992**

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## Qualifications

Demonstrated ability to successfully accomplish the performance tasks listed below. Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

## Primary Responsibility to

Superintendent

## Job Goals

In order to provide students and staff with a safe, attractive, comfortable and clean environment in the facilities and grounds, the custodian shall carry out the following performance tasks or supervise the performance of these tasks:

1. Daily
  1. Clean and disinfect all bathrooms.
  2. Clean and disinfect all porcelain fixtures.
  3. Sweep or vacuum classrooms, hallways and offices.
  4. Mop classrooms, hallways and office areas when needed.
  5. Empty wastebaskets, clean mirrors, check dispensers and vending machine.
  6. Clean and mop entrance ways every night.
  7. Dust lock tops when needed.
  8. Spot walls as time allows.
  9. Dust office.
  10. Clean gymnasium and multipurpose room.
  11. Dust student and teachers' desks and clean blackboards.
2. Weekly
  1. Clean and disinfect dressing rooms and shower rooms once a week or more often if needed.
  2. Wash entrance windows weekly.
3. As Needed
  1. Keep grounds free of litter.
  2. Wash windows in building.
  3. Fertilize, cut and water lawn.
  4. Replace bulbs as they burn out.
  5. Keep sidewalks and steps free of ice and snow.
  6. Mop and wax floors as needed.
4. Be alert to duties or jobs that need to be done to maintain facilities in good order.
5. Make general repairs on equipment and facilities.
6. Report need for major repairs and professional attention to the Principal or Head Teacher.
7. Make request for supplies through the administration.
8. Assume responsibility for the opening and closing of the building each school day and for determining before leaving after work shift that all doors and windows are secured, and all lights, except security lights, are turned off.
9. Keep an inventory of supplies and equipment.
10. Supervise student helpers.



### Terms of Employment

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

### Evaluation

Performance of this position will be evaluated periodically by the Principal or Head Teacher.

### Salary

The salary and vacation time is set by the Board of Trustees. Work schedule is to be arranged with the supervisor (usually the Principal or Head Teacher).

**Last Updated: 21 Sept 1992**

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## **439.4            JOB DESCRIPTION – LIBRARY AIDE**

### Qualifications

Demonstrated interest in and aptitude for the work to be performed; such alternatives to the above qualifications as the District may find appropriate.

### Primary Responsibility to

Librarian

### Secondary Responsibility to

Superintendent

### Job Goals

In order to assist the librarian in the operation of the school library, the library aide shall carry out the following performance tasks:

1. Be familiar with all library rules, regulations, and procedures.
2. Catalog or classify and place all books in appropriate places in the library.
3. Prepare shelf and catalog cards.
4. Maintain vertical file.
5. Conduct orientation for student aides in library procedures.
6. Assist in supervision of student aides.

7. Mend and repair books and other library materials; supervise work of aides in this respect.
8. Check books, audio-visual materials and other equipment in and out of the library.
9. Assist in the supervision of students when library is in use.
10. Perform such other duties as may be assigned.

### Terms of Employment

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

### Evaluation

Performance of this position will be evaluated periodically by the librarian and Principal.

### Salary

The salary shall be determined by the Board of Trustees.

**Last Updated: 21 Sept 1992**

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## **439.5            JOB DESCRIPTION – MECHANIC**

### Qualifications

Demonstrated ability to accomplish the performance tasks listed below.

### Primary Responsibility to

Building Principal

### Job Goals

In order to provide safe and efficient transportation for everyone who uses school district vehicles, the mechanic shall carry out the following performance tasks:

1. Meet any and all regulations in state and local transportation safety requirements.
2. Be knowledgeable in auto and truck mechanics.
3. Do repair work on equipment as reported and/or observed.
4. Maintain inventory of equipment, supplies, parts, keys, etc.
5. Oversee the use of consumable auto products such as gas, oil.
6. Prepare vehicles for seasonal travel.
7. Promote high standards of safety and good housekeeping methods in all work-connected areas.

8. Work with Superintendent, Director of Transportation and bus drivers for efficient and safe use of equipment.
9. Mechanic will be responsible for own hand tools.
10. Perform such other duties as may be assigned.
11. Bus drivers must notify the mechanic about a mechanical problem. The problem should be checked out that day or a substitute bus put on that run.

#### Terms of Employment

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

#### Evaluation

Performance of this position will be evaluated periodically by the Director of Transportation and the Superintendent.

#### Salary

The salary shall be determined by the Board of Trustees.

**Last Updated: 21 Sept 1992**

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### **439.6 JOB DESCRIPTION BUSINESS MANAGER / TREASURER**

#### **Qualifications**

Demonstrated ability to accomplish the performance tasks listed below; such other requirements as the administration may find appropriate and acceptable.

#### **Primary Responsibility to**

Superintendent of Schools

#### **Job Goals - Business Manager**

In order to assist the administration in the overall operation of the district, the Business Manager shall carry out the following performance tasks:

1. Acts ethically and confidentially in all aspects of employment.
2. Know and follow school district policy and chain of command.
3. Accurately report the school district’s accounting and financial condition/records to the board of trustees, auditors, state and local sources, and patrons of the school district. This includes revenues and expenditures for all school district funds.

4. Assure that all financial and accounting records are maintained in conformity with generally acceptable accounting standards.
5. Assure that the school district's payroll is properly processed and maintained in conjunction with all federal and state laws, rules, and regulations. Calculate and monitor related activities including salary schedules, contracts, taxes, insurance, flexible spending, TSA's, garnishments, and all other deductions.
6. Accurately complete reports to the State Department of Education relative to the financial and budgetary position of the school district. Such reports would include, but not be limited to, ISEE, reports, quarterly cash reports, and data acquisition manual requests.
7. Assist the superintendent in developing budget guidelines, coordinating preparation of the budget and monitoring the budget after it is developed and approved.
8. Provide advanced warning of changes in expenditures or revenues as compared to the adopted budget.
9. Assist the superintendent with the purchase of items of supply, equipment, maintenance, and construction necessary for the operation of the school district using competitive bidding, informal quotations, and estimates and negotiation of price for services to be provided.
10. Maintain the financial and employee management systems currently in place and updates software and hardware as increased efficiency dictates change.
11. Monitor all purchase orders to determine accuracy of information (including pricing and coding) and that money is budgeted in the correct category.
12. Maintains a record of the daily balances in the cash accounts and oversees reconciling the general ledger cash balance to the monthly bank reconciliation.
13. Prepare adjusting journal entries as needed.
14. Monitors student account reports submitted by school secretaries for accuracy and timeliness.
15. Assure that any fiscal year-end and calendar year-end file maintenance is completed.
16. Monitor the property tax collections, prepares the reports for the county and calculates the yearly tax levies.
17. Monitor the cash flow of the school district and investments as specified by state statute and sound investment guidelines.
18. Maintain financial data used to assist the board negotiation team during the process of negotiations.
19. Assure that school secretary/board clerk is cross-trained to fill in as the business manager in the absence of the business manager.
20. Shall account for the deposit of all money of the district in accordance with the provisions of the public depository law.
21. Monitor social security, retirement, group health, and all other employee benefit programs and prepare applications and payments.
22. Facilitate new employee sign-ups.
23. Place and receive telephone calls and direct calls or messages to district staff members.
24. Issue checks in payment of all bills approved by the board. Keep a list of vendors and the amounts of the checks authorized to become a part of the district's records.
25. Responsible for investment of district funds.
26. Responsible for processing resignations and retirements, PERSI separation forms as well as insurance companies.

27. Maintain all personnel files. Keep current transcript/credit summaries and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel.
28. Process purchase orders, invoices, etc. Enter data in the computer.
29. Order and receive supplies and equipment for the district office.
30. Post all employee leave, hours worked, and other information for payroll.
31. Research and collect all information for the Impact Aid (PL-874) application.
32. Maintain district inventory.
33. Prepare payroll each month.
34. Code bills, account numbers, and vendor amounts monthly to prepare a report for board meetings.
35. Enter all purchase orders into the computer and keep track of the paid and unpaid status of each purchase order.
36. Compile and update staff directory.
37. Collect information and compile all reports to the state of Idaho regarding pupil transportation.
38. Keep immediate supervisor informed of activities and problems.
39. Prepare and issue, under the direction of the Superintendent, articles and news releases covering District activities.
40. Account for the deposit of all district monies in accordance with provisions of the Public Depository law.
41. Supervise the processing of purchase orders and accounts payable for the District.
42. Balance books and prepare budget reports as required.
43. Monitor Investment Pool to insure adequate cash flow.
44. Prepare District, State, and Federal financial reports as required.
45. Maintain school lunch records and handle billing processes for lunch charges.
46. Perform other duties as may be assigned.

### **Terms of Employment**

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administrative office.

### **Evaluation**

Performance of this position will be evaluated periodically by the Superintendent of Schools.

### **Compensation/ vacation leave/work schedule**

Three weeks' vacation to be taken between June 1 and May 31 of each year, with the option of

taking vacation days during the summer break, Christmas break and/or Spring Break. All vacation must be pre-arranged and approved by the superintendent. Vacation days not taken by May 31 of each year will be forfeited. Salary determined by the Board of Trustees.

Work schedule when school is in session will be from 7:30am-4:30 pm Monday through Thursday, and 8:00am-5:00 pm Monday through Thursday during summer break.

**Last Updated: 16 July 2012**

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**439.7                                      JOB DESCRIPTION – PRE-SCHOOL AIDE**

**Qualifications**

Demonstrated interest in and aptitude for the work to be performed. Such alternatives to the above qualifications as the district may find appropriate.

**Primary Responsibility to**

Superintendent of Schools and/or Principal

**Job Goals**

To provide social interaction for 3-5 year old students especially those identified as having special needs. Identification process is the use of State Health and Welfare plus school administered tests. This position requires a close working relationship with parents and keen interest in small children. Some but not all the performance tasks are as follows:

1. Conduct orientation for students and parents in the program.
2. Maintain close contact with the parents.
3. Understanding the problems of behavior, learning and emotions experienced by ADHD children in the classroom.
4. Enhance the curriculum of the existing kindergarten program.
5. With the Special Education Director, write up I.E.P. goals.
6. Helping by nurturing the whole child, helping children learn through play. Enrichment-oriented or developmental.
7. Maintain necessary records to comply with regulations and evaluate student's progress.

**Terms of Employment**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

## Evaluation

Performance of this position will be evaluated periodically by the Superintendent of Schools.

## Salary

The salary shall be determined by the Board of Trustees.

**Last Updated: 21 Sept 1992**

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## **439.9 – Job Description – District Clerk/School Secretary**

### **Qualifications**

Demonstrated ability to accomplish the performance tasks listed below; such other requirements as the administration may find appropriate and acceptable.

### **Primary Responsibility to**

Superintendent of Schools

### **Job Goals - District Clerk**

To act in the position of clerk of the board in all respects such as attending board meetings, recording board minutes, preparing information and reports, and any other requests made by the board.

In order to assist the District office administration in the overall operation of the district, the District Clerk shall carry out the following performance tasks:

1. Assist in preparation of agendas, setting forth all known items of business to be considered at board meetings.
2. Keep full and accurate minutes of all meetings of the board and send a copy of such minutes to each board member prior to the next regular board meeting. Minutes shall also be available to the public.
3. Notify board members of meetings and see that special meetings are called in conformance with the Open Meeting Law.
4. Post and publish all legal notices.
5. Prepare elections, including setting up election boards, polling places, legal notices, etc.
6. Work with the board and the superintendent in keeping the district policy manual up-to-date and current.
7. Schedule appointments, meetings, and conferences as requested by the board.
8. Review/Monitor monthly payroll submitted by District Business Manager prior to submitting for board approval.
9. Review/monitor accounts payable invoices with checks and appropriate documentation attached prepared by District Business Manager prior to submitting for board approval.
10. Keep immediate supervisor informed of activities and problems.
11. Advertise, collect, and process applications for all job openings.
12. Be cross-trained to perform duties of the business manager in his/her absence.

13. Prepare and deliver board packet on a monthly basis.
14. Compile substitute list and supply up-to-date copies to building secretaries.
15. Work with building secretaries in submitting state attendance and enrollment reports.

### **JOB GOALS – School Secretary**

The school secretary shall carry out the following performance tasks:

1. Collect information and compile all student handbooks, notebooks, and flyers for the beginning of school and throughout the year as needed.
2. Shall account for the deposit of all money of the school and student accounts in accordance with the provisions of the public depository law. Maintain student body accounts, receive monies, issue receipts, and notify advisors/district staff of account balances on a regular basis.
3. Schedule meetings with staff personnel when needed.
4. Responsible for maintaining graduated student records.
5. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community.
6. Maintain and update as necessary district-wide Student Information System (SIS), including information required for ISEE.
7. Place and receive telephone calls and direct calls or messages to district staff members and students.
8. Open and direct mail to appropriate district personnel.
9. Perform other duties as may be assigned.

### **Terms of Employment**

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administrative office.

### **Compensation/ vacation/compensatory leave**

Three weeks' vacation to be taken between June 1 and May 31 of each year during the summer and/or Spring Break, with Christmas break days taken for compensation for additional hours for board meetings. All vacation must be pre-arranged and approved by the superintendent.

Vacation days not taken by May 31 of each year will be forfeited. Salary determined by the Board of Trustees.



**EVALUATION:** Performance of this position will be evaluated periodically by the superintendent in conformance with district policy.

**Last Updated: 16 July 2012**

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**439.10 - Job Description - Transportation Supervisor**

**TITLE:** Transportation Supervisor

**QUALIFICATIONS:**

- a. Possess a CDL with applicable classification(s).
- b. Ability to work with and supervise bus drivers.
- c. Knowledgeable about the operation of a transportation system.
- d. Previous supervisory experience preferred.
- e. Self-motivated.
- f. Works well with students, staff, and the community.
- g. Excellent public relations and communication skills.
- h. Excellent organizational skills.
- i. Maintains confidentiality.
- j. Ability to work within specific budget guidelines.
- k. Knowledge of all state and federal laws pertaining to transportation, including safety regulations.
- l. Knowledge and ability to coordinate and conduct driver trainings.
- m. Knowledge pertaining to safety busing.
- n. Ability to diagnose mechanical problems, have buses inspected per state guidelines, knowledgeable of lubrication requirements, and general upkeep of equipment for student safety.

**PRIMARY**

**RESPONSIBILITY TO:** Superintendent

**JOB SUMMARY:** Acts as the operations director for the pupil transportation system.

**MAJOR DUTIES AND  
RESPONSIBILITIES:**

- a. Administers a transportation program within the rules and regulations of the Idaho State Department of Education.
- b. Prepare and update bus schedules. Coordinates bus activity trips with principals, teachers, and the athletic director.
- c. Recruit, supervise, and evaluate all transportation personnel.
- d. Organize work, equipment, and supplies to attain an efficient, safe, and healthy

- environment.
- e. Prepare purchase orders according to district policy and purchase equipment, supplies, and mechanical needs within district budget limitations.
  - f. Develop and implement an ongoing safety program for pupils and drivers.
  - g. Advise superintendent on road hazards for decisions on school closing during inclement weather.
  - h. Establish standards of bus cleanliness that are acceptable and achievable with the resources available.
  - i. Develop and train bus drivers in a program that will investigate and report accidents involving school buses.
  - j. Keep records and prepare reports in a timely manner.
  - k. Maintain safety standards in conformance with state and insurance regulations and develop a program of preventative safety.
  - l. Assist district secretary in collecting, maintaining, and submitting data required by the Idaho State Department of Education.
  - m. Act as a liaison with drivers and parents for complaints and special requests. Work closely with the building principals.
  - n. Interact with students, parents, staff, and others in a positive, encouraging manner.
  - o. Will verify that background checks are conducted on all bus drivers.
  - p. Will check the driving record of all current and potential bus drivers to insure that drivers with a history of unsafe driving are not eligible to drive for the district.
  - q. Will verify that all potential bus drivers pass pre-employment drug and alcohol tests.
  - r. Know and follow school policy and chain of command.
  - s. Inform the superintendent immediately when changes of routes occur and are required to be adopted by the Board of Trustees.
  - t. Act ethically and confidentially in all aspects of employment.
  - u. Perform repairs to district vehicles and equipment to his/her capability. Schedule district vehicles for regular maintenance and safety inspections.
  - v. Keeps immediate supervisor informed of activities and problems.
  - w. Perform other duties as may be assigned.

**EVALUATION:** Performance of this position will be evaluated periodically by the superintendent in conformance with district policy.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects “employment at will”. This “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be requested by the District so long as the employment

continues.

**Last Updated: 19 Nov 2007**

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#### **442.1 YOUTH EMPLOYMENT UNDER GRANT PROGRAMS**

##### General

Youth employment, under state or federally funded programs, is authorized under the provisions of this policy.

##### Eligibility for Employment

Applicants for employment, under the provisions of this policy, must meet all requirements of the funding agency.

In addition, successful applicants must be high school students, except that other eligible youth may be employed if high school students are not available or when required by law or regulation.

##### Period of Employment

Eligible youth may be employed during the summer months only.

##### Number of Positions or Hours of Work

Student employment shall be confined to a maximum of eighty (80) hours per week with no more than two (2) employees working at the same time.

##### Conditions of Employment

Youth employment programs are primarily used to make students aware of good work habits. With this as a goal of the District, the following shall apply:

1. The Superintendent shall prepare a list of the conditions of employment. Said list shall include, but not be limited to, the following:
  1. Work schedule shall be established and followed;
  2. Hours of work shall be strictly observed;
  3. Working conditions shall simulate conditions of regular employment as closely as possible.

**Last Updated: 13 Jun 1992**

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**442.2    SUBSTITUTE TEACHERS**

General

Whenever possible substitute teachers will have certification or state authorization in the subject area and at the appropriate grade level for which they are substituting.

Substitutes will be assigned on the basis of certification, experience and ability. Teachers not properly certified or in possession of proper state authorization may be used only when properly certified or authorized personnel are not available at the time of need or when the administrator has determined that it is in the best interest of the school and not in conflict with state laws or regulations.

Teachers may request substitutes by name, however, they are not to make contact or commit the District to specific substitutes without the administrator's approval.

Reimbursement

Substitute pay will be established yearly when regular teacher salaries are set. Premium pay will be given only for substitutes who are properly certified.

**Last Updated: 13 Jan 1992**

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**442.3    SUBSTITUTES FOR CLASSIFIED PERSONNEL**

Personnel serving on a substitute or temporary basis in the school district shall meet the requirements of the particular position. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of the regular personnel.

**Last Updated: 21 Sep 1992**

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