

Post Falls School District No. 273

Certified Employee Handbook



Welcome to the Post Falls School District

The information included in this employee handbook is provided to give an overview of the district operations as well as employer/employee responsibilities. It is not intended to cover all aspects of employment with the district. The Board of Trustees Policy Manual provides comprehensive district policies, procedures, rules and regulations, and is available at each school site and department for review. The policy manual is also available on the district's website, www.pfsd.com. The Post Falls School District reserves the right to revise or terminate policies and benefit plans within its sole discretion and without notice.

This handbook is not intended to or designed to create a contract of employment in any manner. Neither this information nor any of the district's policies or benefit plan should be considered a contract for purposes of employment or payment of compensation or benefits.

All employees are responsible to know, understand and comply with all applicable laws, rules, regulations, policies and procedures.

The Certified Employee Handbook will be reviewed annually by a committee of stakeholders.

Certified Employee Handbook

Table of Contents

Strategic Plan	Page 3
Post Falls School District Profile	Page 5
Post Falls School District History	Page 6
Teacher Code of Ethics	Page 7
Professional Expectations	Page 8
Contractual Forms	Page 10
Leaves and Absences	Page 13
Supervision and Evaluation	Page 14
Abuse of Teacher	Page 14
Employment Policies	Page 15

Post Falls School District Strategic Plan

Mission Statement

All students will have the attitudes, skills and knowledge to be productive and responsible citizens.

Instruction Goal

Goal: Implement instructional strategies and techniques that engage, motivate and challenge students to achieve at their highest level.

Objectives: The Post Falls School District will

- provide high quality instruction that fosters success consistent with state and local standards and programs;
- support and strengthen the development of critical and conceptual thinking and problem solving;
- support instructional leadership that promotes student achievement;
- provide professional development that emphasizes student-friendly targets and lessons resulting in higher student achievement;
- continue to support the advancement of technology use in instruction.

Curriculum Goal

Goal: Continuously implement and develop a rigorous curriculum that meets the needs of each student.

Objectives: The Post Falls School District will

- provide aligned curricular materials and programs that correspond with local and state achievement standards;
- provide curricular materials and support for a variety of professional and technical opportunities;
- maintain an ongoing curriculum and materials adoption process that involves staff and community members;
- provide multiple ways to access the curriculum through effective use of technology;
- ensure the curriculum values character development and diversity;
- provide professional development to effectively and consistently implement the curriculum;
- continue to evaluate and revise curriculum.

Assessment Goal

Goal: Effectively implement an assessment system that drives and evaluates instruction and learning.

Objectives: The Post Falls School District will

- recognize students as primary users of assessment data;
- provide professional development in classroom assessment of learning (summative) and for learning (formative) for the purpose of motivating and engaging students in the assessment process;
- support the use of assessments of learning (summative) to determine the level of student achievement at a point in time;
- support the use of assessments for learning (formative) to diagnose student needs, plan instruction, and provide student feedback;
- educate the public regarding the assessment program and communicate assessment results to students, parents, community.

Resources Goal

Goal: Acquire and effectively manage fiscal and human resources to achieve the maximum educational benefits for Post Falls students.

Objectives: The Post Falls School District will

- develop and implement a budget that includes input from all stakeholders;
- ensure that all district personnel are ethical and accountable managers of the resources entrusted to them;

- seek available funding and/or services from outside sources;
- maintain cost-effective resource practices;
- continue to evaluate the hiring process;
- continue to hire personnel of the highest quality to meet the diverse needs of all students;
- provide professional development training opportunities for all staff in order to enhance their job skills;
- continue to implement a systematic and thorough staff supervision and evaluation model.

Community Partnership Goal

Goal: Ensure student, parent, community and business involvement in the educational process.

Objectives: The Post Falls School District will

- form and develop community partnerships that enhance student achievement;
- encourage and support active parent involvement in each school;
- develop and implement extended learning opportunities for students and community;
- promote opportunities for parents and community members to mentor students.

Environment Goal

Goal: Provide a safe, respectful and caring environment for students, staff, parents and community members.

Objectives: The Post Falls School District will

- incorporate physical, nutritional, social, and psychological well-being into daily activities;
- promote self-confidence, mutual respect, and character building;
- implement and evaluate district-wide crisis/emergency plans;
- evaluate and improve building/site security measures;
- identify and eliminate hazards at all buildings and sites.

Facility Goal

Goal: Provide facilities that will enhance present and future educational programs and endeavors.

Objectives: The Post Falls School District will

- provide neighborhood school sites and facilities of sufficient number and size to effectively house all students;
- provide facilities that are safe, secure and allow for an optimal learning environment;
- provide facilities that are cost effective, easily and well maintained, energy efficient and aesthetically pleasing;
- provide sufficient equipment that is technologically advanced to complement instruction;
- provide facilities that are designed to adapt to future educational programming;
- provide facilities that invite use by the community at large.

3/23/10

Revised and updated 10/4/14

Post Falls School District Profile

District Serves: City of Post Falls and the greater Post Falls area in Kootenai County

District Square Miles: 64

Per Pupil Expenditure: \$6,000 approximately

Total Enrollment 5,600 students

Graduation Rate: 90%

Maintenance: 11 schools, 181 acres of grounds and fields, 676,425 total square feet of building space.

Transportation: 43 buses traveling 370,065 miles per year transporting 2,400 children each year.

Child Nutrition: 8 kitchens serving 750,000 meals at 9 sites during the school year; 49% students on free/reduced meals program.

Number of employees: 330 certified staff; approximately 300 classified, mostly part-time

District Schools:

Post Falls High School, grades 9-12

New Vision Alternative High School, grades 9-12

Post Falls Middle School, grades 6-8

River City Middle School, grades 6-8

Frederick Post Kindergarten School, grade K

Greensferry Elementary School, grades 1-5

Mullan Trail Elementary School, grades 1-5

Ponderosa Elementary School, grades 1-5

Prairie View Elementary School, grades 1-5

Seltice Elementary School, grades 1-5

West Ridge Elementary School, grades 1-5

The Board of Trustees

The Post Falls School District is governed by a Board comprised of five members, representing five trustee zones, elected by the citizens of the district. The trustees serve overlapping terms of four years each.

Post Falls School District History

- 1884 William and Ludia Dillard opened their home for classes for local children.
- 1885 William Dillard deeded the land for a school built by homesteaders.
- 1888 A two-story school was built. The 1885 school became a residence which burned in 1930.
- 1890 Patrons passed a \$4000 bond to build a larger two-story school which was used into the 1950's.
- 1896 Prairie Valley School was constructed on what would become Prairie Avenue.
- 1900 Cedar Creek School was constructed on what would become Greensferry Road.
- 1909 Pleasant View School was constructed on Pleasant View Road.
- 1911 East Greenacres School was constructed at the junction of McGuire Road and Prairie Avenue and was built on land donated by homesteaders. The school was torn down in 1970.
- 1911 McGuire School was constructed at the junction of what would become Seltice and Corbin Roads. The school burned in 1987.
- 1912 Post Falls Rural High School was constructed at the corner of Spokane Street and Mullan Avenue. It was turned into an elementary school in 1925 and torn down in 1960.
- 1913 The Gymnasium was constructed for school and community events. It burned in 1957.
- 1924 Post Falls High School was constructed at corner of Mullan and Compton. The school burned in 1955.
- 1948 After the state-wide school district consolidation Prairie Valley School, Pleasant View School, East Greenacres School, McGuire School and Post Falls High School were incorporated into the Post Falls School District.
- 1951 Post Falls Grade School was built at 205 W. Mullan. It was renamed Frederick Post Elementary. It is currently in use as New Vision Alternative High School and the Kindergarten School.
- 1956 Post Falls High School was constructed at 300 W. Cherry Street.
- 1967 Post Falls High School was constructed at 301 E. 16th Street. The current PFHS became Post Falls Jr. High School, later to become Post Falls Middle School.
- 1973 Seltice Elementary School was built.
- 1977 Ponderosa Elementary School was built.
- 1992 Prairie View Elementary School was built.
- 2000 Post Falls High School was constructed at 2832 E. Poleline.
- 2000 Post Falls Middle School moved into the existing Post Falls High School building on 16th Street.
- 2000 The existing Post Falls Middle School on Cherry Street was remodeled to become Mullan Trail Elementary School.
- 2004 River City Middle School was constructed.
- 2008 West Ridge Elementary School was constructed.
- 2015 Second story addition was constructed to River City Middle School.
- 2016 Greensferry Elementary was built. Auxiliary Gymnasium and Performing Arts Auditorium were constructed to Post Falls High School.

Teacher Code of Ethics

This version of the Code of Ethics for Idaho Professional Educators was revised by the Professional Standards Commission and approved by both the State Board of Education and the Idaho legislature. (IDAPA 08.02.02.076) The Idaho Code of Ethics consists of Ten (10) Principles. Below is a summary of those principles.

Code of Ethics: The Ten Principles (Summary)

Principle I: A professional educator abides by all federal, state, and local laws and statutes.

Principle II: A professional educator maintains a professional relationship with all students, both inside and outside the classroom.

Principle III: A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice.

Principle IV: A professional educator exemplifies honesty and integrity in the course of professional practice.

Principle V: A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility.

Principle VI: A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation.

Principle VII: A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law.

Principle VIII: A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract.

Principle IX: A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators, and submits reports as required by Idaho Code.

Principle X: A professional educator demonstrates conduct that follows generally recognized professional principles with the right to exercise academic freedom.

The complete Teacher Code of Ethics is available on-line at the State Department of Education website, www.sde.idaho.gov, or at the Post Falls School District Office.

Professional Expectations

The following district expectations are for all employees and will serve as a helpful guide for you as you begin your employment as a valued member of our team.

Drug, Alcohol and Tobacco Use

Any employee engaged in work on school property or any other school district location will not possess, use or distribute alcohol or illicit drugs. Smoking is not permitted on or in any school district property or vehicle. Violation of this policy may be cause for dismissal.

Harassment

All employees of the school district are to be treated with respect and dignity. Unlawful harassment and discrimination will not be tolerated and may be cause for disciplinary measures including dismissal. Employees should register complaints regarding inappropriate treatment or harassment to their direct supervisor. Employees may also register a complaint with the Assistant Superintendent, Director of Programs and Instruction, Director of Business Services, and/or the Clerk of the Board of Trustees.

Identification Badges Are Required

Safe schools are a primary focus in Post Falls School District. Employees are required to wear their issued photo I.D. badges during the work day. Your I.D. badge identifies you as a person who is welcome in our schools.

Accuracy in Record Keeping and Reporting is Essential

As an employee in a public school system, we are all expected to be good stewards of taxpayer dollars. It is expected that you will provide complete and accurate information on any district record, report or document you prepare. This standard is critical to maintaining the integrity of the organization and your professional performance.

Appropriate Workplace Clothing is Expected

As a representative of the Post Falls School District, your clothing needs to present a positive, personal and professional image. Inappropriate dress includes short shorts, shirts that reveal midriffs, etc., or torn/tattered clothing. Clothing must be free of printing that would be offensive to others (swastikas, swear words, nudity, etc.) or refer to alcohol or drugs. Your supervisor can provide specific direction for your department or your worksite.

Be On-Task

Employees are expected to commit work time to work assignments deferring personal conversations or issues to a time when the workday is ended.

Maintain Confidentiality at All Times

Employees of the Post Falls School District will, from time to time, have access to important, detailed information regarding students, parents and other staff. Only speak about this information with those who have a professional need-to-know. If you have questions about what is confidential or who has a need-to-know, talk with your supervisor. Never discuss information that is second-hand with others.

Maintain a Positive Manner in All Interactions and Communications

Interactions with students, parents, visitors and vendors offer opportunities for you to project a positive and respectful image. If you encounter situations of conflict or disagreement, remain in control of your emotions and treat others with respect. If you disagree with an issue, speak with your supervisor or other assigned key communicator (see Harassment) in a private and professional manner.

You are a Role Model

As a role model for students and other staff, your language must be positive and professional. Be careful not to use words that are slang, abusive, violent, sexual or could have a negative connotation. A guideline is to use language that would be viewed as professional and acceptable by the most conservative group.

Safety is Everyone's Responsibility

Always perform your responsibilities in a safe manner. If you feel that you are exceeding your physical capability, ask for assistance from another staff member or take a smaller load. Your safety is most important even if it means taking a few more steps or minutes. If any part of your job requires the use of equipment, a specific procedure or physical contact with a student, such as lifting, make sure that the appropriate technique is clearly defined and explained to you by a supervisory staff member before you attempt this part of your job. You may also want to consider what jewelry to wear in the workplace, avoiding types of jewelry that might put yourself or a student at risk of injury.

Heed Universal Health Precautions

To keep employees safe from the risk of infectious diseases, universal precautions are addressed district-wide. During the school day wash your hands as often as possible and use disposable gloves as necessary for your duties (use a glove only once). If a room surface has blood or bodily fluids on it, it needs to be cleaned immediately. Your supervisor will address proper procedure and tell you where approved disinfectants and gloves are kept.

Supervision and Your Job Description

A job description is an overview of your assignment. Your supervisor may assign additional tasks or duties to you. If, at any time during your workday, you find you cannot complete a task as assigned, talk with your supervisor. New employees sign a job description form at the time of hire.

Electronic Mail /Social Networks/Websites Protocols

The following provisions apply to electronic mail, social networks and websites.

1. It should be recognized by users that e mail, social networks and websites may be viewed by others. Within a public school district, e-mail, social networks and websites. All e mail, social networks and websites may be considered public information. There is no guarantee of confidentiality.
2. The district administrators will not intentionally inspect the contents of email, social networks and websites sent to an intended recipient, or disclose such contents to anyone other than the sender or an intended recipient, without the consent of the sender or an intended recipient. However, such inspection or disclosure may occur if it is required by law or district policies, or to investigate allegations that the e-mail, social network or websites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
3. Users are not to download or forward e-mail messages that have originally been sent from an unknown source.
4. Use of e mail, social networks and websites will be accessed only for academic purposes, educational or activity notifications. Use of email, social media and websites will not be used to socialize with students or parents.

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

Contractual Information

All new employees must check in with the personnel office after being hired and before starting work. Upon being hired in the Post Falls School District, all employees must fill out all required paperwork before being issued a payroll check: W-4, I-9 Application, PERSI form, Fingerprints, Direct Deposit, etc. The HR Specialist will meet with new employees to complete the required forms.

Certificates: All certified employees will have an original and current Idaho Educator's Certificate on file at the District Office. Certified employees hired without the current Idaho Certificate are required to submit application and all required documentation, fingerprinting and fees as soon as possible after hiring. In most cases this should be no more than one or two weeks after being hired.

Contracts: Certified employees are issued a contract and are paid over twelve months, September through August.

Fingerprinting: All employees must go through a background check as a condition of employment. Employees have five days from their hire date to complete this process. Employees are responsible for all fees associated with the fingerprint/background check. Employees must meet with the HR Specialist for information and proper paperwork.

Direct Deposit: All employees are required to have Direct Deposit to their bank, credit union, etc.

Salary Schedule: Certified employees and supervisors are paid with a salary. The pay for all employees is based on placement on a district salary schedule. Salary schedules are approved annually by the Board of Trustees.

Pay Dates: All employees are paid on the 25th of each month. If the 25th falls on a Saturday, payday will be Friday, the 24th. If the 25th falls on a Sunday, payday will be Monday, the 26th.

Insurance:

Certified employees that work full time are eligible for 100% employee Group Health (Driver Plan) rate.

Employees will meet with the HR Specialist to fill out the proper application forms for insurance coverage. No changes in coverage may be made during the year, unless a change in family status occurs. Employees may keep their insurance benefits during the summer months. The district will continue to pay their portion and employees must continue to pay their portion.

Employees who terminate employment with the district may continue their insurance coverage for a period of time through the COBRA plan. The employee will be required to pay the full premium amount.

Annuities/Life, Cancer, Disability Insurance: Employees may choose to have a portion of their income invested in life, cancer or disability insurance annuities. The employee must sign a salary reduction agreement before withholding can begin. The district has a list of approved companies.

Workers Compensation Insurance: Employees are covered under workman's compensation insurance. All accidents must be reported immediately to the employee's supervisor. All forms must be immediately submitted to the District Office.

Retirement: Employees who work 20 hours or more per week must belong to the Idaho Public Employees Retirement System (PERSI). Employees are vested after five years or 60 months of contributions. Employees may only draw out their contribution if they terminate with the school district and do not regain employment with an Idaho public employer for 90 days. Employees considering retirement will meet with the Payroll Clerk.

Pay Statement Explanation

<u>Payments</u>	This includes pay for all the assignments that you have worked during this payroll period and will show either the hourly amount for classified employees or the contract amount for certified employees.
Rate/Hours/Amount	For hourly employees only: this is the hourly rate of pay, the total hours worked for each assignment during this payroll period, and current gross amount paid for each assignment worked for both current month and year-to-date.
Contract	This is for salaried employees only showing gross amount for current month and year-to-date.
<u>Deductions</u>	This includes the descriptions of what is being deducted from your gross income in this month's payroll.
Current Amount	This is the amount deducted from your gross monthly income.
YTD Amount	This is the year-to-date amount deducted.
PERSI	PERSI deductions are listed under Deductions/Retirement.
Benefits	This is the description of what benefits you had in the current month's payroll.
Current Amount	This is the amount the district paid in benefits on your behalf in the current month's payroll.
YTD Amount	This is the amount the district paid in benefits on your behalf year-to-date.
<u>Gross Pay</u>	This is the total amount of all current payments both for current month and year-to-date.
Pre-Tax Deductions	This shows both the current monthly and the year-to-date amounts of pre-tax deductions.
Taxable Wages	This shows both the current monthly and the year-to-date amounts of taxable wages.
Federal Tax	This shows both the current monthly and the year-to-date amounts of federal taxes.
State Tax	This shows both the current monthly and the year-to-date amounts of state taxes.
FICA/Medicare	This shows both the current monthly and the year-to-date amounts of FICA and Medicare deductions.
Other Deductions	This shows both the current monthly and the year-to-date amounts of other deductions.
<u>Net Pay</u>	This shows both the current monthly and the year-to-date net pay (gross pay minus the deductions noted above). The monthly net pay amount is the amount directly deposited into your financial institution account.

Leaves and Absences

Leaves and absences are defined in the Post Falls School District Policy Manual. The following is not intended to be an all-inclusive list of allowable leaves for certified staff.

School Year Leaves: The Board of Trustees approves a school calendar for the coming year that establishes the start and end of school along with “no school” days for students and teachers. Teacher contracts are for 190 days of service each year. The District observes the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King Day, Presidents’ Day and Memorial Day.

Sick Leave: Certified employees receive ten days of sick leave per year. Sick leave currently accumulates from one year to the next. Accrued sick leave may be used at the time of retirement through the PERSI retirement system to assist in paying insurance premiums. Employees will not be paid for unused sick leave at any time. Each certified regular professional employee is entitled to the number of unused sick days that he/she has accumulated.

Sick Leave Bank: Employees may elect to join the Sick Leave Bank by contributing one sick day per year to the bank. Requests for days from the Sick Leave Bank will be considered only for personal catastrophic illness. Any days granted from the Sick Leave Bank will be only after the employee’s accumulated sick, personal and vacation leave is gone. Employees wishing to access the Sick Leave Bank need to contact the Assistant Superintendent.

Family Medical Leave (FMLA): Employees who have worked for the district for at least one year and who have worked at least 1,250 hours over the past twelve months shall be entitled to 12 weeks of leave due to a birth, adoption, personal or family illness. Family medical leave is without pay, or, at the employee’s option, accrued leave may be used.

Maternity/Paternity and Adoption Leave: A certified regular professional employee who is pregnant may work as long as permitted by the attending physician prior to delivery and may return to work when released by the physician following delivery and recovery. The certified regular professional employee, upon return, will be placed in the position that they vacated and will be placed on the appropriate step on the salary schedule with no loss of accrued benefits.

Maternity/paternity leave may be used by a certified employee after the completion of at least two contracted years of service in the Post Falls School District.

Personal Leave: Certified employees are given personal leave days pursuant to the Negotiated Agreement between the Post Falls Education Association and the Board of Trustees.

Vacation Leave: Teaching staff do not qualify for vacation leave.

Bereavement Leave: Following the death of a family member, employees may, based on personal need and supervisor’s approval, be granted five days contiguous leave without loss of pay. Employees will submit a request for leave within two (2) weeks of the death of their immediate family member, with the understanding that the leave will be taken within one (1) calendar year of the death. Death or bereavement leave is non-cumulative.

The “Employee’s Family” is defined as an individual with any of the following relationships to the employee:

1. Spouse, and parents thereof;
2. Children, and spouses thereof;
3. Parents, and spouses thereof;
4. Siblings, and spouses thereof;
5. Grandparents and Grandchildren, and spouses thereof;
6. Relative residents/domestic partner and parents thereof; of the same household.

Jury Duty: Employees called for jury duty during the work period will be granted leave without loss of pay for the period of time served under a summons. Jury pay will be retained by the employee. Employees required to report under a summons for personal reasons will not be reimbursed for time lost.

Emergency School Closure: Two emergency school closure days per year, due to events such as heavy snow, may be granted. Closures will be identified to employees through school/department phone trees, and are usually announced on the local television and radio stations.

Substitute Requests: Most leaves require a substitute teacher. As soon as a teacher is aware they will be out of school, call the substitute hotline to request a substitute teacher. Leave of Absence forms are available at each school and are to be completed for every absence.

Supervision and Evaluation of Certificated Employees

Post Falls School District fully complies with all Idaho Codes related to the supervision and evaluation of certified regular professional employees.

Purpose and Objectives: The primary purpose of supervision and evaluation is to assist the certificated employee with continuous improvement in the quality of instruction in teaching the written curriculum to students. The evaluation tools utilized in the Post Falls School District are consistent with the requirements of the Idaho State Board of Education and Idaho State Department of Education.

Supervision Modes: Supervision modes for the assessment of continuous certificated professional competency are as follows:

- Supervisory and Evaluation Mode (for all certificated employees): for the purpose of continuous assistance to the certificated employee by the supervisor for professional competency.
- Professional Assistance Mode (for those certificated employees where, in their supervisor's assessment, a significant problem exists in meeting/aligning district objectives): for the purpose of formal evaluation of competence.
- Probationary Mode (for those certificated employees whose work is found to be unsatisfactory): for the purpose of providing the certificated employee with a plan of improvement and support within a specified timeframe. At the end of that timeframe the determination will be made whether the employee will be retained, discharged, discharged upon termination of the current contract term under a continued probationary status.

Supervision and Evaluation: Improvement of instruction is the primary responsibility of the building administrator. The building administrator may ask supervisors, assistant principals and department heads, or others as appropriate, to assist them in this assigned task. Supervisors shall have a process which assists both them and teachers to maintain a high standard of professional competency and to ensure best teaching strategies and designed curriculum. There is a set of guidelines upon which to base their recommendations following the district goals for status of contract renewal and/or change of assignment.

Supervision will be a positive process which results in feedback throughout the school year. Supervision is the day-to-day guidance given teachers for the purpose of improving instruction. Principals are encouraged to visit classrooms as often as possible, making both formal and informal observations of the instructional program.

Evaluation is the summative process of assessing teacher performance and effectiveness during a given period of time. It may be used for the purpose of providing pertinent data for administrative decision-making related to the reappointment, reassignment, promotion or termination of professional staff.

Abuse of Teacher

Post Falls School District fully complies with Idaho State Code 33-1222 and 18-916 related to the abuse of a teacher and Post Falls School District Policy 206.3.

Employment Policies

The following policies are part of the certified and classified employee sections in the Post Falls School District Policy Manual. These policies are not intended to be all-encompassing. Other policies, procedures and legal requirements pertaining to employment and job performance are considered part of the district's employment practices.

A Policy Manual is available for access by any employee in each school and department as well as at the Post Falls School District Administrative Office. Policies may also be accessed on the district website, www.pfsd.com/district/school-board/school-board-policy.

Policy Title: Certification

Policy No. 401.4

Every certificated person who is employed by the district to serve in any elementary or secondary school in the district in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and hold a current certificate issued under authority of the state board of education valid for the service being rendered. Failure to provide an original, valid, current Idaho teaching certificate may result in the withholding of pay, up to and including termination of employment.

Requests for recertification credit will be in accordance with the State Office of Teacher Education and Certification and the district guidelines for the granting of recertification credit.

Policy Title: Employment

Policy No. 402.1

The superintendent shall recommend, and the Board of Trustees shall consider approval of, all individual employment contracts for certified personnel on the basis of qualifications. Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.

Policy Title: Compensation for Extra Services

Policy No. 402.6

The Board of Trustees, as a result of negotiations, shall establish an extra curricular salary schedule for special assignments carried on outside of regular hours. Payments made to individuals for extra service will be subject to annual review. Compensation for extra service will be placed on a separate contract and will be a part of each monthly check subject to all withholdings. Any assignment made mid-year shall have pay pro-rated to the end of the contract year.

Policy Title: Payroll Deductions

Policy No. 402.7

The Post Falls School District will comply with all state and federal regulations for payroll deductions. Additionally the district will provide payroll deductions for such benefits that are offered on an optional basis for employees.

Federal and State Income Tax Deductions: All employees will participate in the Federal Insurance Contribution Act as provided by law. Each employee of the district must complete a withholding statement (W-4) and file same in the business office of the school district. Federal and State income tax deduction will be withheld according to this statement. New employees must complete and file this W-4 form with the business office before employment begins. New employees must also complete the I-9 form as required by federal law. It is the responsibility of the individual employee to make any correction or changes that occur during the time of employment in the school district that may affect his/her W-4 statement on file.

Public Employees Retirement System of Idaho: Employees who work 20 or more hours per week are enrolled in PERSI. Employees are vested after five years or 60 months of contributions. Employees may draw out their contribution only if they terminate their employment and do not regain employment with an Idaho employer within 90 days.

Health and Dental Insurance Premiums: Health and dental insurance premiums will be deducted from salaries of personnel who opt for this benefit. The school district will contribute toward the premium as determined through the negotiation process. Premium payments will be for full time employees or part-time employees working twenty (20) or more hours per week. Open registration for medical/dental insurance is September 1-15. Employees hired into the school district after the open registration dates may sign up for insurance. To become a member in the insurance program, an employee must sign an enrollment card. The program is not mandatory, nor is there automatic enrollment. It is the responsibility of the employee to see that they are a member of the group insurance plan.

Annuities: Premiums for payment of annuities may be deducted from the salaries of certified personnel provided that written authorization for such deduction is on file with the payroll department. Employees who want annuities must contact the payroll department and sign an authorization form for payroll deduction on or before the 15th day of each month. Individual companies have the necessary forms for the authorization of deductions.

Policy Title: Background Checks/Registration

Policy No. 402.11

Post Falls School District No. 273, as a condition of employment, shall require each employee to undergo a criminal history check. Employees shall obtain the history check within five (5) days of being hired. The employee shall pay the fee charged by the State Department of Education to process the initial fingerprint/ background check. Fingerprinting costs shall be paid by the employee who may elect to have the cost deducted from his/her paycheck. The refusal or failure of a prospective employee to submit to the criminal history check shall constitute sufficient grounds to reject his/her application.

The refusal or failure of an employee of the district to comply with the requirements of the law and district policy regarding criminal history checks shall constitute sufficient grounds for termination of employment, subject to such due process rights as are available to the affected employee.

While awaiting the results of a criminal history check employment shall be considered temporary and conditional subject to receipt of notice of a satisfactory background check as provided by law. In the event the district receives notice that a criminal history check of an employee reveals that the employee has been convicted of a felony crime enumerated in Section 33-1208, Idaho Code, it shall be grounds for immediate termination, dismissal or other personnel action of the district.

The information obtained by the district from the criminal history check conducted through the State Department of Education shall be placed in the subject employee's personnel file and shall remain confidential in the manner and to the extent provided by law.

Any person or entity (and its employees, agents or representatives) contracting with or otherwise providing services, consultations or materials to the district will be required, at the request of the administration, to register with the school when there is direct personal or frequent contact with district students, personnel or property. Volunteers who will likely come into direct personal or frequent contact with students will be required to register with the school.

Policy Title: Professional Development

Policy No. 402.13

The Board of Trustees, administration and certificated personnel of the Post Falls School District will work cooperatively to improve the quality of instruction to students. The Post Falls School District believes that an on-going, systematic program of support and professional development will improve the quality of education for the students of Post Falls. Professional development integrates educational opportunities, instructional coaching and curricular management.

Professional development will encompass four areas: District Commitment to Professional Development, Positive School Climate, Excellence in Curriculum and Successful Management and Instruction of Students. The district shall survey the professional staff prior to April 30 of each year to determine their needs and preferences for in-service training. These needs and preferences will form the basis of each year's district sponsored in-service program.

Professional staff will complete an annual Professional Growth Plan in accordance with the Professional Growth Policy adopted by the Board of Trustees. The Professional Development committee will provide on-going evaluation for professional development activities and in-service training.

Requests for re-certification credit will be in accordance with the State Office of Teacher Education and Certification and the district guidelines for the granting of re-certification credit.

Policy Title: Contract Termination

Policy No. 403.1

The Board policy shall terminate contracts upon retirement, resignation and dismissal. When employment is terminated for any reason, said employee will be paid for pro-rated earnings at the next regular payroll and all fringe benefits terminated thereupon.

Policy Title: Suspension

Policy No. 403.2

The Board of Trustees recognizes that Idaho Code grants to the Board the power to suspend, grant leave of absence, place on probation or discharge certified professional employees for material violation of any lawful rules or regulations of the Board of Trustees or the State Board of Education, or for any conduct which would constitute grounds for revocation of a teaching certificate.

The Board also recognizes that there are situations that arise concerning certified employees which may require immediate suspension or leave of absence. The Board has determined that, if the superintendent or his/her designee concludes there is reasonable suspicion that a certificated employee has made a material violation of any lawful rules or regulations of the Board of Trustees or the State Board of Education, or for any conduct which would constitute grounds for revocation of a teaching certificate, or is the subject of an investigation where the certified employee may unduly influence or undermine a personnel investigation, the superintendent or his/her designee will have the authority to suspend with pay the certified employee pending the next regularly scheduled Board meeting or ten (10) business days, whichever comes first. The Board reserves the right to reinstate a certified employee who has been suspended by the superintendent.

Policy Title: Resignation**Policy No. 403.3**

Termination of a contract by certified school employee must be given in writing thirty (30) days prior to the final day of intended employment. The Board recognizes that there are circumstances which dictate an employee to request a release from a contract before the expiration date of the contract; therefore, personnel may be released from their contracts by agreement of the Board provided that suitable replacement can be secured. Formal notice of request to be released from a teaching contract during the school year shall be made to the superintendent of schools for presentation to the Board of Trustees as early as possible to allow sufficient time for selection of a replacement.

Policy Title: Dismissal**Policy No. 403.4**

Dismissal shall be pursuant to the provisions in Idaho Code, Title 33.

Policy Title: Personal Illness**Policy No. 404.1**

Each certified regular professional employee shall be credited with sick leave days as specified by Article 2 of the Negotiated Agreement on the second day of each new employment year of regular full-time employment. Sick leave is to be used for absences caused by personal or family illness. Sick leave days used will come from those days accumulated prior to July 1, if the certified regular professional employee had accumulated days prior to that date. The district shall provide an accounting of an individual's sick leave on each month's payroll check stubs. Each certified regular professional employee is entitled to the number of unused sick leave that he/she has accumulated.

Employees must inform their immediate supervisor prior to taking sick leave if possible. An employee must contact the substitute coordinator if a substitute is required. An employee absence form must be submitted to the immediate supervisor immediately following the employee's return to work. All sick leave accumulated in other Idaho public school districts shall be transferred into the Post Falls School District pursuant to Idaho Code.

Policy Title: Exchange Teachers**Policy No. 404.4.1**

It is the policy of the Board of Trustees to work with teachers and grant leaves of absence for the purpose of exchange teacher programs to secure knowledge of educational methods in other schools, either inside or outside the United States.

Policy Title: Military Service**Policy No. 404.8**

It shall be the policy of the Board of Trustees that leaves of absence are granted for military purposes but not to exceed the enlistment or draft period. On completion of the military service, the individual is entitled to reinstatement at the same salary he would have received had he not taken such leave.

Policy Title: Leave of Absence to Hold Public Office**Policy No. 404.10**

It is the policy of the Board of Trustees that any school district certified employee may run for the state legislature and campaign on his/her own time. If elected, such employee may be given a leave of absence without pay during his period of absence from his position and duties in the school district, not to exceed sixteen (16) weeks.

Policy Title: Leaves: Worker's Compensation**Policy No. 404.11**

In the event of a disability incurred on the job and covered by worker's compensation, the certified employee shall be paid in full by the district, for the day of the injury. In the event the disability continues, the employee shall have, so far as consistent with the Workers' Compensation Law, the choice of either (1) entering a period of leave of absence without pay and receiving worker's compensation to which entitled, or (2) utilizing a portion of the employee's accrued sick and vacation leave, if any, to supplement worker's compensation benefits insofar as the combined total of worker's compensation benefits and sick and vacation leave benefits do not exceed one hundred percent (100%) of the regular salary to which he/she would otherwise be entitled.

Policy Title: School Year**Policy No. 405.2**

It is the policy of the Board of Trustees that a school year shall not be less than 180 days in which school is in session. The school year is divided into two semesters with each semester divided into two quarters. Grading and report cards will follow the quarter and semester pattern.

Policy Title: School Calendar**Policy No. 405.3**

It is the policy of the Board of Trustees, upon the recommendation of the superintendent, to adopt a calendar for the ensuing school year. The calendar will be presented to the Board no later than the regular business meeting in April. When holidays not set up in the school calendar are proclaimed by the governor, the schools shall observe them by appropriate ceremonies and activities in lieu of dismissing schools.

Policy Title: Homework Assignments**Policy No. 405.6**

Homework may be assigned if it serves an educational or instructional objective which can best be accomplished by an out-of-class assignment or activity. The Board of Trustees encourages certified professional staff members to provide homework.

Policy Title: Teacher Responsibility to Policy Manual**Policy No. 405.7**

It shall be the responsibility of each certified employee to review the policy manual of this school district and know the contents thereof, to abide by the professional code of ethics of the professional staff as set forth by the State Board of Education, and to fulfill the requirements and duties of the position for which they are hired. Said duties may include those duties not defined as compensable extra duties or responsibilities commensurate with a teaching and building assignment, including but not limited to: hall duty, playground duty, bus duty, lunch duty, supervision of other school activities, faculty meetings, PTA meetings. Violation of the Board of Trustees policy will be a reason for termination of contract.

Policy Title: Partisan Political Activities**Policy No. 405.11**

It shall be the policy of the Board of Trustees that all employees are directed not to use school time, school property or students for partisan political advocacy.

Policy Title: Public Service**Policy No. 405.12**

The policy of the Board of Trustees is that all certified personnel may engage in public service activities unless such activities impinge upon employee's professional services to the school district.

Policy Title: Tutoring**Policy No. 405.13**

It is the policy of the Board of Trustees that members of the staff shall fulfill the responsibilities of their assignments prior to involving themselves in other activities such as private tutoring, teaching in other institutions, and other activities for payment. A staff member shall not tutor for payment those students which are assigned to the staff member's classes or areas of professional responsibility, except when specifically approved by the Superintendent. Nothing in this policy shall prevent the Superintendent or designee from hiring staff members to provide remediation and intervention for students.

Policy Title: Spouse, Child or Sibling Supervision**Policy No. 405.14**

It is the policy of the Board of Trustees that no employee may be under the direct supervision of a spouse, child or sibling except under extraordinary conditions and only then by authorization of the Board of Trustees. Direct supervision shall be when a person has the authority to change the established routine, has authority to upgrade by evaluation or has pecuniary interest in another person's contract: i.e., principals are direct supervisors of their building's staff.

Policy Title: Student Teacher**Policy No. 405.15**

The Board of Trustees, recognizing its responsibility to improve the quality of teacher training and the contribution that student teachers can make to Post Falls School District, encourages its administration to cooperate with teacher training institutions and authorizes the placement of student teachers in the school district. Student teachers must have completed and filled out the necessary forms required by the State Department of Education.

Policy Title: Animals and Pets in School**Policy No. 405.19**

It is the policy of the District that no animals are to be present in the schools with the exception of guide, drug or assistance animals and animals used by District teachers for educational purposes. Prior to bringing any animal including any pet onto school property, teachers shall request permission from the building administration. If permission is given to bring an animal to school for educational purposes:

1. The animal is not to be transported via school bus.
2. Such animal is to be appropriately contained so as to not become loose in the school building (i.e. cage, kennel, leash).
3. The animal may only be handled by the owner or the teacher. Students handling any animal must have written parental permission on file with the school.
4. Care for the health and safety of the animal should be addressed by the animal's owner and teacher. Students involved in the care of any animal must have written parental permission on file with the school.

Policy Title: Travel Reimbursement**Policy No. 406.1**

It is the policy of the Board of Trustees to authorize reimbursement for travel necessary to accomplish assigned duties of the district. Each certified employee assigned a position that requires travel will be assigned a home base and travel will be reimbursed from that home base of operation. A fixed rate per mile or dollar amount of reimbursement for travel may be established for all employees.

Policy Title: Access to Buildings**Policy No. 406.2**

It is the policy of the Board of Trustees that certified personnel will follow all security rules and procedures while entering and leaving the school building to include properly setting the security device with their personal code number only. Security code numbers will not be shared among personnel. Building administrators will ensure that all appropriate personnel will be informed of and will follow all security rules and procedures.

The Board recognizes that problems arise from time to time and that constructive and equitable solutions to them are necessary to the welfare of all persons concerned. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise.

DEFINITIONS

1. Grievance: A written allegation of a violation of school district policy Series 400.
2. Grievant: Any certified regular professional employee of the Post Falls School District No. 273.
3. Days: The term “days” will be working days.

PROCEDURE

1. The grievant will present the grievance in writing to the grievant’s principal within ten (10) working days after occurrence of the grievance. If circumstances beyond the control of the grievant warrant an extension of time, the principal may extend the time but not to exceed additional ten (10) days. The principal shall present a written decision to the grievant on the grievance within five (5) days after receiving the grievance.
2. If the grievant is not satisfied with the decision of his/her grievance at Step 1, or if no decision has been presented within five (5) days, the grievant may present the grievance in writing to the Superintendent or the Superintendent’s designee. Such filing must be made within five (5) days after the decision from Step 1 or expiration of five (5) days from the date the grievance was submitted to the principal at Step 1. The Superintendent or Superintendent’s designee shall present a written decision to the grievant on the grievance within seven (7) days after receiving the grievance.
3. If the grievant is not satisfied with the response of the Superintendent or the Superintendent’s designee, the grievant may request a review of the grievance by a hearing panel but must do so within ten (10) working days from the date of the Superintendent or Superintendent’s designee’s decision, or the date such decision was due if not given. The panel will consist of three (3) persons, one (1) designated by the Superintendent, one (1) designated by the grievant, and one (1) agreed upon by the two appointed members for the purpose of reviewing the appeal. There shall be no new testimony or evidence, and the review shall be on the basis of the record at Step 1 and Step 2. Within ten (10) working days following completion of the review, the panel will submit its decision in writing to the grievant, the Superintendent and the Board of Trustees. The panel’s decision will be final and conclusive resolution of the grievance unless the Board of Trustees overturns the panel’s decision by resolution at the Board of Trustees’ next regularly scheduled meeting, which resolution shall then be final with no right of further appeal.
4. There shall be no reprisal of any kind against the grievant for reasons of his/her participation in the grievance process.