



POST FALLS

SCHOOL DISTRICT

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 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.

**Certified Employee Handbook
Table of Contents**

Strategic PlanPage 3-4

Post Falls School District Profile.....Page 4

Post Falls School District History.....Page 5

Teacher Code of Ethics.....Page 6

Professional ExpectationsPage 7-8

Contractual InformationPage 9

Leaves and AbsencesPage 10-11

Supervision and Evaluation.....Page 11-12

Abuse of TeacherPage 12

Employment Policies.....Page 12-20

Post Falls School District Strategic Plan

Mission Statement

Our school community will develop relationships, skills, and knowledge to become responsible citizens who think critically to solve problems.

Instruction, Assessment, Curriculum

Goal: Utilize school-board approved curriculum and assessment data to effectively implement instructional strategies and techniques while engaging and challenging students to achieve their educational potential.

Objectives: The Post Falls School District will:

- Utilize curriculum and provide high quality instruction to foster student success and exceed state standards;
- Evaluate curricular materials using a systematic adoption cycle;
- Strengthen the development of analytical and conceptual problem solving;
- Provide professional development to all staff which promotes student achievement and allows for effective implementation of the curriculum;
- Support the balanced use of technology;
- Provide a variety of career and technical opportunities;
- Use assessments to determine student achievement and needs, drive instruction, and provide meaningful student feedback.

Fiscal and Human Resources

Goal: Manage human and fiscal resources to maximize educational benefits for community stakeholders.

Objectives: The Post Falls School District will:

- Recruit, develop, and retain high-quality employees in a competitive environment;
- Supervise and evaluate staff for continuous improvement;
- Employ personnel who are ethical and accountable stewards of the resources entrusted to them while adhering to local, state, and federal guidelines;
- Develop and implement a transparent budget;
- Maintain cost-effective practices;
- Lobby state lawmakers to increase funding to align with actual costs and decrease reliance on local taxpayers.

Health and Safety

Goal: Provide a safe, respectful and caring environment for our school community.

Objectives: The Post Falls School District will:

- Include physical, social, and mental well-being activities into educational programming;
- Train staff and students on suicide prevention utilizing research-based resources;
- Educate students and families about safe and responsible online usage;
- Promote self-confidence, mutual respect, and character building;
- Update district crisis and emergency plans annually;
- Provide a child nutrition program which meets nutritional needs and state and federal guidelines;
- Maintain and replace school buses per the depreciation schedule.

Community Partnerships and Communications

Goal: Promote student, parent, community and business engagement in the educational process.

Objectives: The Post Falls School District will:

- Provide timely, accurate, and clear communication to our community stakeholders;
- Communicate student involvement and achievement to stakeholders;
- Develop and maintain community partnerships;
- Evaluate and utilize technology at the district and school level to optimize communication;
- Gather feedback for continuous improvement.

Facilities

Goal: Provide safe and secure facilities to enhance present and future educational environments.

Objectives: The Post Falls School District will:

- Build school facilities of appropriate number and size to effectively accommodate all students;
- Design and maintain buildings to provide optimal learning environments, which adapt to future educational opportunities;
- Follow the district's long-range facility plan ([link](#)) to meet the needs of our growing community;
- Evaluate and update building security measures;
- Allow community access to district facilities;
- Provide cost effective, well maintained, and energy efficient facilities.

Post Falls School District Profile

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

Greensferry Elementary School, grades K-5

Mullan Trail Elementary School, grades K-5

Ponderosa Elementary School, grades K-5

Prairie View Elementary School, grades K-5

Seltice Elementary School, grades K-5

Treaty Rock Elementary School, grades K-5

West Ridge Elementary School, grades K-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.

Neil Uhrig – Zone 1

Paul Wagner – Zone 2 (Term begins January 8, 2024)

Sara Rodriguez – Zone 3 (Term begins January 8, 2024)

Logan Creighton – Zone 4

Jake Dawson – Zone 5

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.
- 2012 KTEC was constructed.
- 2015 Second story addition to River City Middle School.
- 2016 Greensferry Elementary School was constructed.
- 2020 Treaty Rock Elementary constructed.

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: Professional Conduct. A professional educator abides by all federal, state, and local laws and statutes.

Principle II: Educator/Student Relationship. A professional educator maintains a professional relationship with all students, both inside and outside the physical and virtual classroom.

Principle III: Alcohol and Drugs Use or Possession. A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice.

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

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

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

Principle VII: Confidentiality. 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: Breach of Contract or Abandonment of Employment. 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: Duty to Report. A professional educator reports breaches of the *Code of Ethics for Idaho Professional Educators* and submits reports as required by Idaho Code.

Principle X: Professionalism. A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following generally recognized professional principles.

The complete Teacher Code of Ethics is available on-line at the State Department of Education website, <https://www.sde.idaho.gov/cert-psc/shared/ethics/Code-of-Ethics-for-Professional-Educators.pdf>.

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. (Post Falls School District policies 405.9 and 405.10)

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 Title IX Coordinator. (Post Falls School District policy 405.17)

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 other 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. New employees sign a job description form at the time of hire. 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.

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 email, social networks and websites may be viewed by others. Within a public school district, email, 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 email, 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 email, 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. (Post Falls School District policy 405.18)

Contractual Information

All new employees must meet with the district Human Resource Specialist after being hired and before starting to work. New employees must complete the PFSD employment packet which includes I-9, Federal and State W-4 forms, direct deposit information, etc. The HR Specialist will meet with new employees to assist them with completing all required forms.

Fingerprinting: All employees must submit to a background check as a condition of employment. Employees have five days from the date they are offered a position to complete this process. Employment is contingent upon a clear background check. Employees are responsible for all fees associated with the fingerprint/background check.

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 an Idaho Certification 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.

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

Salary Schedule: Certified employees and supervisors are paid a salary. The salary amount is determined by their 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 who work full time are eligible to receive 100% employee medical insurance coverage through Blue Cross of Idaho at the Driver Plan rate. Spouses and dependent children may be added to the employee's medical insurance coverage; cost for spouse and/or dependent children will vary according to the coverage options chosen by the employee.

Employees will meet with the HR Specialist to complete 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 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 must contact PERSI, complete all applicable PERSI retirement application forms, and meet with the Payroll Clerk prior to their retirement date.

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 169 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. (See Negotiated Agreement, Article 2, page 3)

Sick Leave Bank: Employees may elect to join the Sick Leave Bank by contributing one sick day 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 Assistant Superintendent Anna Wilson. (See Negotiated Agreement, Article 3, page 4)

Family and Medical Leave (FMLA): A certified employee who has worked for the district for at least one (1) year and has worked at least one thousand, two hundred fifty (1,250) hours over the previous twelve (12) month period shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period for one or more of the following:

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

Family and Medical leave shall be without pay. At either the employee's or the employer's option, paid accrued vacation and sick leave may be substituted for any qualified Family and Medical leave. Such election shall not extend the FMLA leave period. (See Board Policy 404.2 Family and Medical Leave Pursuant to the Family and Medical Leave Act)

Maternity/Paternity and Adoption Leave: The purpose of maternity/paternity leave is to provide a uniform benefit assisting parents with the care of an infant or newly adopted child. Maternity/paternity leave may be used by a certified employee after the completion of at least two consecutive contracted years of service in the Post Falls School District. A certified regular professional employee who is pregnant may work as long as permitted by the attending physician prior to delivery. The certified regular professional employee may take leave to stay home with an infant or newly adopted child for a period not to exceed forty-eight (48) continuous contracted work days or 12 consecutive contracted weeks, or sixty (60) continuous contracted work days on a 5-day work week, during the first year after the child’s birth or adoption. The employee will use accumulated sick leave or incur a salary deduction at the same rate as the substitute rate for each contracted work day. (See Negotiated Agreement, Article 4, page 5-6)

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. (See Negotiated Agreement, Article 1, page 3)

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

Bereavement Leave: Following the death of an immediate 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.

(See Negotiated Agreement, Article 5, page 6)

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: Emergency school closures may occur in the event of inclement weather or other emergencies which present a threat to the safety of students, staff members, or school property. Closures will be identified to employees through a Skylert text message and 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, they must enter their time off in Skyward and click a box indicating a substitute teacher is needed.

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 or 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. (See Negotiated Agreement, Article 26, page 14)

Employment Policies

The following policies are part of the certified personnel section of 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.

The Policy Manual is available for access by all employees on the district website, www.pfsd.com /Board of Trustees/Board of Trustees Policy Manual.

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. If at any time the 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. 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 race, color, religion, creed, national origin, sex, gender identity and expression, sexual orientation, age, ancestry, marital status, military status, pregnancy, 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 on the district. 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 takes place in July. 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.

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.

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.

Contractors:

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. Individuals registering with the school will be cross-checked with the sex offender register.

Volunteers:

Volunteers who will likely come into direct personal or frequent contact with students will be required to register with the school. Any volunteer who has regular unsupervised access to students, as determined by the superintendent or 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.

Policy Title: Professional Development

Policy No. 402.13

The Board of Trustees, administration and certificated personnel of the Post Falls School District collaboratively foster and support student success through ongoing and systematic professional development. Opportunities will be aligned to the district's strategic goals and empower employees to improve student achievement through high quality instruction.

Professional development will promote the:

- implementation of the curriculum to improve student achievement;
- use of assessment data to determine student achievement and needs, drive instruction, and provide meaningful student feedback;
- effective use of technology as an instructional tool,
- growth of professional employees as part of a continuous improvement cycle; and
- physical, social, and mental well-being of employees and students,

The district will also provide professional development in the areas mandated by Idaho Code.

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 delegates to the superintendent or designee the board's authority to place a certificated employee on a period of paid administrative leave or paid suspension if the superintendent or designee believes such action is in the best interest of the district. Should this authority be exercised and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the board within 21 days of taking such action, whether at the next regularly scheduled board meeting or a special meeting. At the time the board is presented with the action, they shall either ratify or nullify the act of placing the certificated employee onto a period of paid leave or suspension. The board may continue the period of administrative leave or suspension at the time the board takes action.

Policy Title: Resignation

Policy No. 403.3

Applicants for certificated positions with the Post Falls School District who are issued a contract and employees who are on contract should recognize the responsibilities their contract carries. Certificated personnel will generally be expected to fulfill the terms of their contract unless:

1. There are clearly compelling, mitigating circumstances which prevent the certificated or exempt individual from doing so; and
2. Until such time as the board released the certificated individual from the terms of the contract upon the recommendation of the superintendent.

Employees, including those employees who have just signed their first contract, will not be released from contract during the school year or within 45 days of the start of the school year unless a suitable replacement can be found. The board may make exceptions to this rule for serious health problems.

The employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The request should be submitted to the district office so a search for a suitable replacement can be initiated. The request for release will be submitted to the board at the time specified by the employee. If finding a replacement is not imminent, the superintendent or designee will advise the person submitting the request that the administration will recommend to the board that the request be denied. The superintendent or designee will also give the person making the request the opportunity to hold the request until finding a suitable replacement is imminent at which time the resignation would be submitted to the board. If no time is specified for the request to be submitted to the board, it will be submitted when the administration feels that finding suitable replacement is imminent. The person making the request will be advised of that action.

Should any certificated employee abandon the contract of employment with the district without the prior written release from the contract by the Board of Trustees, the board will report the event to the Professional Standards Commission, alleging the certified employee is guilty of unethical practices and has violated the Code of Ethics for Idaho Professional Educators.

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

Certified employees who work half time or more per week shall be granted sick leave in accordance with state law. 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. Each certified regular professional employee shall accumulate unused sick leave according to the Negotiated Agreement. 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 Skyward Employee Access.

Employees must inform their immediate supervisor prior to taking sick leave if possible. If a substitute is required, the employee must request a substitute through the district-approved substitute program. If the employee is unable to do so, the supervisor may be able to request a substitute on the employee's behalf. All absences must be submitted for approval through Skyward Employee Access. The district, may in its discretion, require proof of illness when deemed appropriate, including but not limited to suspicion of abuse of sick leave or false claims of illness.

Sick leave days 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**

All district employees, other than those who are employed on a temporary basis, are entitled to military leave of absence when ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted, or are ordered to extend active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

The district shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of their rights, benefits, and obligations under USERRA and those of the district.

Notice to District:

All employees should provide either written or oral notice of upcoming military training to the district as soon as reasonably practical. The employee or an appropriate officer of the branch of military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders to the superintendent or designee. Notice shall include date of departure and date of return for purposes of military training ninety (90) days prior to the date of departure.

Military Leave for Training or Short Term Duty:

Employees who are required to attend active duty, inactive-duty training, funeral honors duty, or field or coast defense training as a reserve of the armed forces or member of the National Guard shall not suffer any loss of salary, seniority, or efficiency rating during the first fifteen (15) work days of such absence in any fiscal year. Leave will be without loss of benefits.

In the case of a part-time employee, military leave for training or short-term duty shall accrue at a rate of fifteen (15) days per year multiplied by a percentage determined by dividing by forty (40) the number of hours in the regularly scheduled workweek of that employee during that fiscal year. Unused leave shall accumulate until it totals fifteen (15) days.

Completion of Military Training:

Upon completion of military training, the employee shall give evidence of the satisfactory completion of such training immediately thereafter. The employee shall be restored to his or her previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. Such seniority shall continue to accrue during such period of absence.

Benefits for Uniformed Service Personnel on Active Duty:

Note: Federal law does not require an employer to pay the salary of an employee on military leave except as specified in "Military Leave for Training or Short Term Duty" above.)

Pension and Retirement Plans:

Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for ninety (90) days or fewer. If the employee has been absent for military service for ninety-one (91) days or more, the district may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance:

Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for thirty (30) days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for thirty-one (31) days to twenty-four (24) months, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through the district for up to twenty-four (24) months after the military leave begins or for the period of military service, whichever is shorter. The district's obligation to provide health benefits ends once an employee's military leave exceeds twenty-four (24) months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had he or she not been absent for military service.

Reporting to District once Military Leave is Complete:

The standard military service length and reporting times are:

- One (1) to thirty (30) Days of Military Service: The employee reports to the district by the beginning of the first scheduled work day that falls eight (8) hours after the end of the last calendar day of military service.
- Thirty-one (31) to one hundred eighty (180) Days of Military Service: The employee must submit a notice of intent to return to work no later than fourteen (14) days after completion of service in the Armed Forces. If the fourteenth (14th) day falls on a day when the district's offices are not open or available to accept a reemployment application, the time extends to the next business day.
- One hundred eighty-one (181) Days or More of Military Service: The employee must submit a notice of intent to return to work no later than ninety (90) days after completion of military service. If the ninetieth (90th) day falls on a day when the district's offices are not open or available to accept a reemployment application, the time extends to the next business day.

Cases of Disability:

Employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two (2) years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases, the employee must return to work as soon as possible.

Disqualification from Returning to Work:

There are four (4) conditions that disqualify an employee from exercising his or her right to reemployment after military service:

1. A dishonorable or bad conduct discharge;
2. Separation from the service under "other than honorable conditions;"
3. A commissioned officer's dismissal via court martial or by order of the President; and
4. When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment.

Reinstatement to Positions after Extended Duty:

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application and will be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and
2. They must report to claim reinstatement within the timelines specified under "Reporting to District once Military Leave is Complete" above.

After an employee has been absent for thirty-one (31) days or more of military service, the district may ask the employee or the employee's military unit for documentation showing that:

1. The employee submitted a timely application for reemployment;
2. The employee's length of military service has not exceeded the five (5) year limitation; and
3. The employee's separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, the district will make reasonable efforts to accommodate the disability.

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/her period of absence from his/her 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 workers' 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 workers' compensation to which entitled, or (2) utilizing a portion of the employee's accrued sick and vacation leave, if any, to supplement workers' compensation benefits insofar as the combined total of workers' 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.

The employee is required to cooperate with the district's workers' compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available workers' compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee's personnel file.

Policy 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 Code of Ethics for Idaho Professional Educators 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, PTO/PTA, etc. 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**

The Board of Trustees recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the district may seek an elective office, or advocate for or against a political candidate or ballot measure, provided the employee does not campaign during instructional times or while they are responsible for other duties, or while they are in settings where they are likely to have contact with students and provided all other legal requirements are met. "Ballot measure" includes, but is not limited to, bond or levy elections. No person may attempt to coerce, command, or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue. The district shall not restrict constitutionally-protected political speech of employees during non-instructional times in non-student

contact settings, such as during duty-free periods in faculty break rooms and lounges during the school day or during after-school events. Nothing in this section is intended to restrict the right of a district employee to express his or her personal constitutionally-protected political views. No district employee may use public facilities or equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paperclips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds to advocate for election or political campaigns, private or charitable organizations or foundations, or ballot issues.

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 who are assigned to the staff member's classes or areas of professional responsibility, except when specifically approved by the superintendent. In addition, an employee may not perform any duties related to outside work or self-employment during regular district working hours or during the additional time that is needed to fulfill the responsibilities of the district position. Employees who violate this policy are subject to reprimand, suspension, or termination. 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 Post Falls School District that no animals are to be present in the schools with the exception of service and/or law enforcement 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.

Policy Title: Grievance Procedures**Policy No. 406.4**

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.