

Notus School District 135

25257 Notus Road ♦ Caldwell ID, 83607

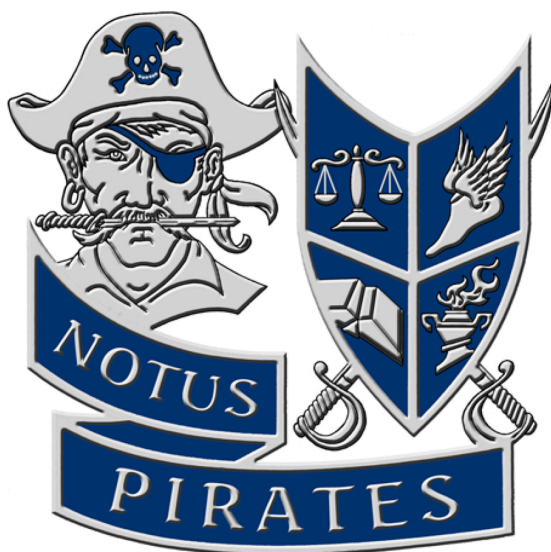
2026-2027 Staff Handbook

Mission Statement:

To engage students and staff as continuous learners with academics, life skills, and service-oriented opportunities, so we present our best selves beyond our doors.

Vision Statement:

To challenge and inspire one another to be our best academically and socially, modeling our values of respect, responsibility, collaboration, and celebration.



This handbook summarizes major aspects of employment in the Notus School District. It does not create or imply any rights beyond those in the master contract agreement or adopted district policy manual. Employees are urged to review those documents for specific language regarding the employer-employee relationship in our District.

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A copy of the district policy manual is available on the district website.

Section I: General Information

DISTRICT PRIORITIES

- Provide a high-quality, well-rounded, and healthy educational experience to all students that is engaging, rigorous, and culturally relevant.
- Continue to use the Professional Learning Teams model in improving student learning district-wide.
- Build strong relationships with families, community, and students to promote trust, support, and collective responsibility for student success.
- Ensure that every classroom has a high-quality, effective educator supported by strong leadership and staff.
- Align resources to accomplish goals within a balanced budget.
- Plan systematically and strategically so that Notus School District continues to succeed and thrive in the future.

DISTRICT PROFILE

Notus Elementary: PK - 6th Grade

Notus Jr. Sr. High: 7th - 12th Grade

❖ Total Enrollment:

Notus Elementary: 180

Notus Jr. Sr. High: 138

❖ Notus Jr-Sr High Graduation Rate: 91.2% 2019-2020; 95.8% 2020-2021; 96.3% 2021-2022, 90.9% 2022-2023; 90.3% 2023-2024, 100% 2024-2025; 97% 2025-2026

❖ 2 Bus Routes

❖ 22 Certified Employees

❖ 13 Classified Employees

❖ 11% McKinney Vento (37)

❖ 17% English Language Learner Students

❖ 37%of students qualify for Free and Reduced Lunch

❖ 32% open-enrollment district-wide

DISTRICT PERSONNEL DIRECTORY

Superintendent:	Jen Wright	Ext. 1021
Federal Programs:	Ben Kincheloe	Ext. 1021
Secondary Principal:	Jen Wright	Ext. 2113
Elementary Principal:	Ben Kincheloe	Ext. 1021
Business Manager/Human Resource:	Dawnita Tincer	Ext. 3001

Human Resources	Roseann Coles	Ext. 3002
Transportation Director:	Brown Bus	208-455-2532
Child Nutrition Director:	James Tybo	Ext. 4001
Custodial Team:	ABM	Ext.

SCHOOL BOARD MEMBERS & BOARD MEETING SCHEDULE

Trustee	Zone	Service Began	Term Expires
Trista Woodland Email: woodlandt@notussschools.org	1	April 2026	2029
Curt Krantz Email: krantzcc@notusschools.org	2	April 2025	2027
Matthew Campbell Email: matthewcampbell@notusschools.org	3	March 2022 Chair	2029
Jessica Jensen Email: jensenj@notusschools.org	4	October 2022	2027
Nikki Sorrell Email: sorrellnikki@notusschools.org	5	August 2020 Vice-Chair	2029

Regular Board Meeting Dates and Times

All meetings are held in the Notus Jr-Sr High library at 6:15 pm on the 2nd Monday of every month unless the change is otherwise noted on the District Calendar.

2026-2027 Calendar Approved 01/12/2026

Our schools are on a 4 day school week and will be attending on Mondays, Tuesdays, Wednesdays & Thursdays unless otherwise indicated on the calendar below.

August 10	First Day for Staff
August 13	Open House night*
August 17	First day for Students
September 7	No School: Labor Day Holiday
September 18	Professional Development
September 23-24	P-T Conferences - Jr/Sr High only
September 25	Trade Day, Jr./Sr. High only
October TBD	College/Career Fair*
October 8	End of 1st Quarter
October 9	Grading/PD Day
October 14-15	Elementary P-T Conf. Book Fair
October 16	Trade Day, Elementary only
November 13	Professional Development
November 23-26	No School: Thanksgiving Holiday
December 11	Professional Development
December 17	Early Release
December 17	End of 2nd Quarter
December 21 Jan. 4	No School: Winter Break
January 4	Staff-in-Service (no students)
January 5	Students return from Winter Break
January 22	Professional Development
February TBD	Parade of Academic Excellence*
February 5	Professional Development
February 15	No School: President's Day
February 17-18	P-T Conferences - Book Fair
February 19	Trade Day
March 4	End of 3rd Quarter
March 5	Grading/PD Day
March TBD	Dr. Seuss Night*
March 22-25	No School: Spring Break
April 23	Professional Development
April TBD	Stem Night*
May 13	Last Day for Seniors
May TBD	Graduation*
May 27	Last Day for Students, Early Release
May 28	Prof Dev/Last Day for Teachers

July 2026							August 2026							September 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
October 2026							November 2026							December 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
January 2027							February 2027							March 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
April 2027							May 2027							June 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

*This is built into contract days. Staff attendance is mandatory to Open House and two other events of choice.

145	Student Days	2.0 + 1.0 (events)	Trade Days	14	PD/Grading	5	PAID Holidays	2	PLT time
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Calendar is subject to change by the Board of Trustees

Section II: Professional Expectations

The following expectations will serve as a guide to all NSD team members

Abused and Neglected Children Reporting

A District employee who has reasonable cause to suspect that a student may be an abused, abandoned or neglected or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall report **or cause to be reported** such a case to local law enforcement or the Department of Health and Welfare within twenty-four (24) hours. The telephone number for reporting is 208-455-7000. **Policy #5260** Paperwork needs to be completed with the school counselor. **#5260F**

Accuracy in Record Keeping and Reporting

As an NSD employee, you are expected to provide complete and accurate information on all district records, reports, or documents you prepare. This is critical to maintaining your professional performance and the integrity of the district.

Cell Phone Use

The Board recognizes that employees may carry electronic communications devices, either District-issued or personally owned. Cell phones should not be used for personal use during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness. **Policy #5335**

Class Supervision

You are responsible for the supervision of any students in your classroom. If you must leave the room for any reason, ask a dependable colleague to watch your class. All staff leaving campus must check out at the office or with their immediate supervisor prior to leaving school grounds. Staff members are required to let the building office know if they are leaving during their lunch break.

Clothing

As a representative of NSD, your clothing needs to present a positive, personal, and professional image, as mentors and models for our students. Look professional. Short shorts/skirts, shirts cut to expose chest area, cleavage, midriff, or back area, torn or tattered clothing, or any clothing that shows undergarments, bare feet, and other casual attire are not appropriate for the classroom environment. Staff are expected to wear clothing that does not distract from the educational process or jeopardize the safety of themselves or others. Policy #5360 for an outline of acceptable dress.

Confidentiality

From time to time, employees of the NSD will have access to important, detailed information about students, parents, and other staff. Employees have a legal and ethical responsibility to safeguard the privacy of all employees and students and to protect the confidentiality of their records/information. Confidential information should only be shared on a need-to-know basis.

Discipline

Each school will have discipline procedures reviewed and outlined that follow board policy. The NSD Administration will collaborate on PBIS PK-12 expectations for behavior to provide continuity for students and staff. **Policy #3330**

Drug, Alcohol, and Tobacco Use

Any employee working on school property or any other school district location will not possess, use, or distribute alcohol or illicit drugs. The District maintains alcohol, illegal drugs, and tobacco-free buildings and grounds. Use of alcohol, illegal drugs, or tobacco products will not be allowed in any buildings, grounds on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. **Policy #5310, Policy #5320**

Electronic Mail/Social Networks/Websites protocols

Individual users of the internet have the ultimate responsibility to use the resources appropriately. All internet users are expected to use the network for purposes consistent with the policies, purposes, and objectives of the Notus School District. All staff members will sign a Network User Agreement annually. District computers and time on the job are reserved for District-related business.

1. It should be recognized by users that email, social networks, and websites may be viewed by others; these items may be considered public information. There is no guarantee of confidentiality.
2. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
3. Users should not download or forward emails sent from an unknown source
4. All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right.
5. Employees who have or would like to start a social media page should contact their Superintendent or designee. **(5325P)**

Any action that is determined to be an inappropriate use of the district's network service is strictly prohibited and may result in disciplinary action. **Policy #3270**

Emergency Drills

Emergency drills will be held monthly without announcement. Students are to follow all instructions given by the teacher when evacuating the building. Procedures will be reviewed at least once at the beginning of every school year. Procedures are found in the classroom safety binder. It is the teacher's responsibility to keep updated class rosters in the safety binder.

Financial Requests

For information on how to requisition District or Building Funds, see Appendix I.

Harassment

District employees are to be treated with dignity and respect. Unlawful harassment and/or discrimination will not be tolerated and may be cause for disciplinary measures. Complaints regarding inappropriate treatment or treatments should be registered with an employee's direct supervisor or HR.

Identification Badges

Safe schools are a primary focus of NSD. All staff members are expected to wear District-issued ID badges when on campus during the normal work day. Visitors and volunteers will check in through the school office and receive a temporary ID Badge.

Job Description

There shall be written job descriptions for all positions and for all employees of the school district. The "job description" will describe the essential characteristics, requirements, and general duties of the job or position. A job description is an overview of your assignment; your supervisor may assign you additional tasks or duties. If you find you cannot complete the assigned tasks, please contact your supervisor.

Policy #5205

Lesson Plans

All teachers are required to use *Planbook.com* or other platforms with the administrator's approval for complete lesson plans. Lesson plans will include lesson objectives (learning target) and Identification of content standards for each lesson. Complete lesson plans for the following week are due by Thursday afternoon before leaving school.

Parent-Teacher Conference

Parents of students in Preschool through 6th grade may have assigned days and times for their conference. Secondary teachers are strongly urged to make appointments with parents of students who are having difficulties. Parent-teacher conference dates will be scheduled on the master calendar.

Positive Interactions and Communications

All interactions with students, parents, visitors, and other stakeholders offer the opportunity for you to project a positive and respectful image. If you encounter any conflicts or disagreements, please control your emotions and treat others with respect. If a problem arises that you are unable to resolve, please contact your supervisor.

Role Model

You are a role model for students and staff. Please assure that your language and actions are positive and professional. Do not use words that are slang, abusive, violent, sexual, profane, or could have negative connotations. A guideline is to use language that would be viewed as professional and appropriate by the most conservative group.

Safety

It is a top priority to ensure the safety of our students and staff. Every staff member will be required to complete the Safe Schools training annually. The Notus School District continues to review and revise our school safety plans and requirements. (See Appendix II)

Universal Health Precautions

Universal health precautions will be addressed district-wide to keep employees safe. Wash and sanitize hands and surfaces as often as possible, and use proper respiratory hygiene methods. When body fluids are present, areas should be cleaned immediately; use disposable gloves. (Gloves should be worn only once.) **Policy #5610**

Videos/Movies

The showing of movies and videos must be limited to a specific educational purpose and be age-appropriate. Teachers need to fill out media permission forms 5 days prior to showing an extended-length video or movie in the classroom and receive permission from the building principal. This form is located on the L drive. **Policy #2570 Elementary Video Request Jr/Sr High Video Request**

Work Hours

Certified/Contracted Staff:

Student Contact Days: 7:30 a.m. until 3:45 p.m.

Professional Development/Grading Days: 8:00 a.m. to 3:30 p.m.*

*Shortened Professional Development days include additional time required during the remainder of the year to participate in other professional responsibilities around parent meetings, such as IEP and 504 meetings.

WORKDAY

The length of a traditional professional workday shall be no more than 8 hours and 15 minutes for a full-time certificated employee. a) For elementary, this shall include a minimum of 220 duty-free minutes a week for preparation time, divided up by no less than 25 consecutive minutes, in addition to a daily duty-free half-hour lunch. b) For secondary, this shall include one full class period of duty-free time for preparation per day in addition to a daily duty-free half-hour lunch. c) District required time worked beyond the professional workday will be credited to the certificated employee on a half-hourly basis to be compensated in blocks equal to one half or one whole professional workday.

PROFESSIONAL DEVELOPMENT DAYS

The Professional Development Day directly following the end date of each quarter will be designated as a teacher preparation day. On these designated teacher preparation days, the District and/or building administration will have the right to two (2) hours for meetings or professional development, and the remainder will be uninterrupted grading and teacher preparation time.

Weekly Professional Learning Team Meetings are scheduled before or after school

3:35 p.m. to 4:20 p.m. or 6:55 a.m. to 7:35 a.m. The additional time for PLT Meetings beyond the workday listed above has been calculated as part of the contracted calendar through the District Calendar Committee (Appendix III)

Administrative Assistants

Elementary: 7:00 am until 4:00 pm (includes registrar duties)

Secondary: 7:00 am until 4:30 pm (includes registrar duties)

Policy #5210

Paraprofessionals

On duty at assigned location at 7:15am-3:45pm.

SECTION III: CONTRACTUAL INFORMATION

All new employees must meet with the district Human Resource Specialist after being hired and before beginning to work. The HR specialist will provide any necessary assistance.

Certification

All certified employees will have a 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 within two weeks after hiring

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.

Fingerprinting

All employees must submit to a background check as a condition of employment. Employees may be responsible for fees associated with fingerprint/background checks. Employees must meet with the HR specialist for information and proper paperwork.

Insurance

Employees who work full-time are eligible to receive medical, dental, and vision insurance and group life insurance at the expense of the District. Spouses and dependent children may be added to the medical insurance coverage at the expense of the employee. Full-time employees are also eligible to participate in our Section 125 plan through American Fidelity on a voluntary basis. Please meet with our HR specialist if you have questions about insurance.

Pay Dates

Employees are paid on the 25th of each month. If the 25th falls on a Saturday or Sunday, payday will be the Friday before the weekend.

Retirement

Employees working 20 hours or more per week must belong to the Idaho Public Employees Retirement System (PERSI). Employees are vested after 60 months of contributions. Money may only be withdrawn if an employee terminates with the school district and does not regain employment with an Idaho public

employer for 90 days. Employees considering retirement must contact PERSI and meet with our HR specialist prior to their retirement date.

Salary Schedule

The pay for all employees is based on placement on a district salary schedule. Salary schedules are approved annually by the Board of Trustees.

Workers Compensation Insurance

Employees are covered under workman's compensation insurance. All accidents must be reported immediately to the employee's supervisor and the Business Office. The HR specialist will assist with this process.

SECTION IV: BUILDING OPERATIONS

Classroom Care

It is the responsibility of the classroom teacher and students to maintain their room during the school week, picking up garbage and waste daily. **Windows must be closed and locked each day prior to teachers leaving the building for security and safety.** Teachers will be responsible for the equipment that is within their classroom or shared between classrooms. Personal items in the classroom are the responsibility of the teacher.

All furniture and equipment in the classroom should be used in the manner in which it was designed to be used; ensure the desks and other furniture or equipment are not being misused or vandalized by students or others. For maintenance repairs or maintenance requests, please fill out the [NSD Maintenance Assistance form](#) found on the District website under the “For Staff” tab and bookmarked. Any request made that incurs a cost or involves a change to the physical structure of the room will require administrative approval.

Clarity around cleanup and communication with ABM

If ABM is required for a biological fluid issue or a spill, please contact the main office. They will contact ABM and direct them to the area that requires cleaning. Please remember to use Universal Precautions regarding biological fluids.

Keys

In the event a staff member loses building keys, the building principal should be informed immediately. The staff member who loses their assigned keys will be expected to pay for duplicate keys or rekeying if security is compromised.

Keys are assigned for the applicable working area only. If you require additional keys, please contact your administrator for approval. Key assignments are required to be verified at the beginning and end of each school year.

SECTION V: LEAVES and ABSENCES

Leaves and absences are defined in the NSD Policy Manual. The following is not intended to be an all-inclusive list of allowable leaves.

Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. The Superintendent shall have the authority to give bereavement leave for up to four (4) days. Bereavement leave of greater than four (4) days must be approved by the Superintendent. District policy defines "immediate family" as the employee's spouse, children, step-children, foster children, parents, spouse's parents, and grandparents by blood or marriage.

Family and Medical Leave (FMLA)

A leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) the birth of a child; 2) the placement of a child for adoption or foster care; 3) because of a serious health condition that makes the employee unable to perform the functions of the job; 4) to care for the employee's spouse, child or parent with a serious health condition; or 5) for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in support of a contingency operation.

Medical certification shall be required to determine FMLA initial or continued eligibility, as well as fitness for duty. **Policy #5410**

Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the Notus School District supports this important role in our society. Upon receipt of the initial, official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the district office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his/her assignment for the remainder of the regular workday.

Jury duty leave is paid for up to ten (10) workdays. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave. **Policy #5412**

Personal Leave

Three (3) days of Personal Leave are granted for the 2025-2026 school year to Full-time certified employees. If the employee is hired for less than the full year, the number of personal days will be prorated. These days may be taken as full or half days. If, at the time of termination, an employee has

used Personal Leave in excess of that which was earned, it shall be deducted from his/her final paycheck.

A Principal/Supervisor may deny or limit approval of Personal Leave based on the availability of a substitute if the number of requested absences has reached 20% of the building's Professional Employees. Employees are encouraged to assist in securing suitable substitutes and/or staff coverage. Notice of at least four (4) contract days is required for any Personal Leave of less than four (4) contract days. Notice of eight (8) contract days is required for any Personal Leave equal to or exceeding four (4) contract days.

If extenuating circumstances should arise, additional personal paid days may be taken upon approval of the Superintendent.

Substitute Request

Most leaves require a substitute teacher. Staff are strongly encouraged to arrange their own substitute for pre-arranged absences. Failure to ensure a substitute is available for pre-arranged absences may result in the denial of leave. If the leave request is unexpected, as soon as a teacher is aware they will be out of school, they should contact the school secretary to arrange a substitute.

All other staff members, please call your immediate supervisor to report your absence.

Sick Leave

Sick Leave shall be per Idaho Code 33-1216 and Policy No. 5400 as adopted as of the date of this agreement. In the event Policy no. 5400 is to be reviewed for revision by the Board, the trustees shall authorize the Superintendent to form a sick leave policy review team that consists of at least three certified employees.

Based on the approved 2024-2025 school year calendar, full-time certified employees who work the entire school year shall receive not less than (10) days of Sick Leave annually. Sick Leave shall be granted in units of half or full days.

In addition to the definition of "Immediate Family" contained in Policy No. 5400, Immediate Family shall also include:

- Grandchildren
- Siblings
- Any Dependent Person for whom the employee is responsible
- Any member who resides within the employee's immediate household

"Sickness suffered by an employee" as used in Policy No. 5400 shall also include:

- Illness caused by an Accident
- Diagnosis, Care, or Treatment of a health condition
- Preventive Care
- Time used by a Certified Employee in connection with that Certified Employee being a victim of Domestic Violence, Sexual Assault, or Stalking.
- Time Spent at a Funeral Service
- Parental Leave

- An Illness that renders the Certified Employee incapable of carrying on his/her teaching duties

Employees shall be eligible for parental leave for the following:

- having given birth to a child
- be the spouse or committed partner after the birth of a child
- have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

If an employee may qualify for FMLA, the employee may use accumulated sick leave prior to unpaid FMLA leave.

On-the-job injuries suffered by a Certified Employee shall also qualify for Sick Leave absences when not in conflict with Idaho Code 33-1216(c) regarding Workmen's Compensation.

Upon approval by the District, up to 5 days of Leave shall not be deducted from the Certified Employee's Sick or Personal Leave due to the Certified Employee being unable to work because of the Certified Employee being subject to a Federal, State, Local, or District quarantine or isolation order.

The District shall provide the Certified Employee with an accounting of their Sick Leave benefit on a regular basis.

Leave Request forms are available online through JotForms. These forms are linked on staff portal on the district website and on Notus bookmarks. The Jotform will then notify the supervisor for signature and notify front office staff and business office.

Leave will only be granted in units of half or full days. Policy #5400

SECTION VI: SUPERVISION AND EVALUATION OF CERTIFIED EMPLOYEES

Notus School District fully complies with Idaho Codes related to supervision and evaluation of staff

Communication of Results

Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Allow the employee to make any written comments he or she desires.

Evaluation Process

The evaluation of instructional personnel shall annually include a minimum of two (2) documented observations, one (1) of which shall be completed prior to January 1st; at least one (1) written evaluation to be completed by no later than June 1st.

Purpose and Objectives

The District has a firm commitment to performance evaluation of District personnel. The primary purposes are to supervise, assist, plan, and support the employee with continuous improvement in the quality of instruction in teaching the curriculum to students using the Charlotte Danielson Framework for Teaching.

Rebuttals

Within seven (7) days from the date of the evaluation meeting with their supervisor the employee may file a written rebuttal of any portion of the Evaluation Form. The written rebuttal shall state the specific content of the Evaluation Form with which the employee disagrees, a statement of the reason(s) for disagreement. If a written rebuttal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal. Policy #5340

Personnel File

The District maintains a complete personnel record for every employee (certificated and classified). Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, Principal, the employee, the employee's designee or representative, and school districts requesting information based upon Idaho Code for hiring. **Policy #5500**

SECTION VII: GRIEVANCE PROCEDURE

If you have a complaint or concern, refer to the problem-solving flowchart below.

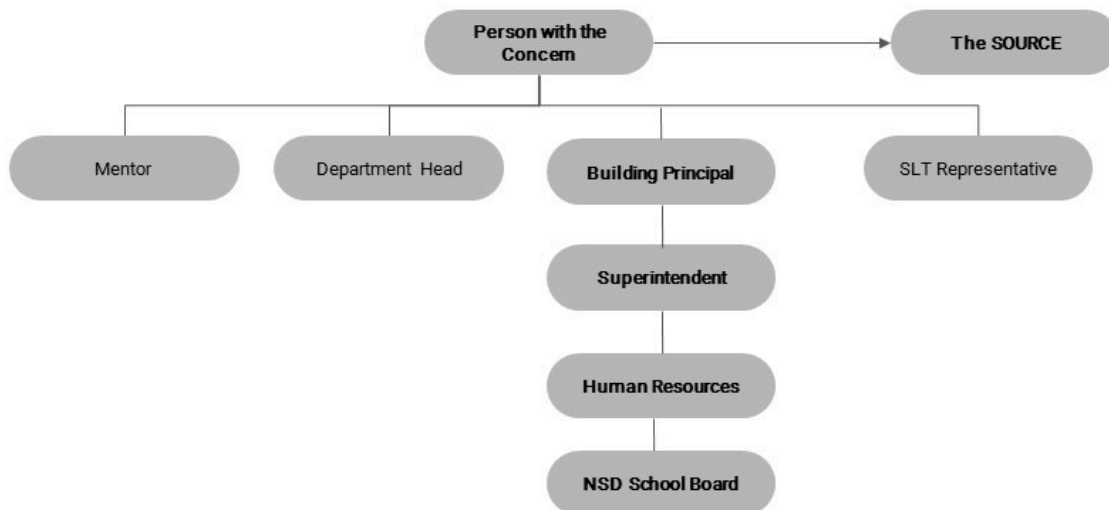
Your observations about improving our school's operation are essential. When a problem exists, bring it to the attention of the building principal along with suggestions for improvement. If you feel uneasy discussing the problem, bring a friend with you.

Staff Complaints and Grievances

All individuals should use this grievance procedure if they believe that the Board, its employees, or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. **Policy #5250, Policy #5800**

REGISTERING COMPLAINTS OR CONCERNS Flowchart



District Policies can be found on the NSD webpage. Personnel policies are in the 5000 section.

APPENDIX I

Requesting Use of District Credit Card 7440

District credit cards are for authorized purchase and travel expenses only. The district only has two credit cards, and they are signed out on a first-come basis unless you get your request in early.

The following **MUST** be completed before you will be able to check out the credit card:

- A fully completed and approved purchase order must be received by the District Office. You must identify on the purchase order what fund will be covering this expense. If it is a student body fund, then you are also required to complete the appropriate in-house requisition and attach a fully completed and approved copy to the purchase order. This form must be signed by the appropriate administrator and include a “NOT TO EXCEED” amount stated.
- The credit card will not be signed out to anyone requesting to purchase an item online. If the item you would like to purchase is online, fully complete a purchase order with the website address, item number, and quantity. It would be very helpful if you printed off the item you wanted to order and attached it to the purchase order. **Please list the vendor on the purchase order as CapEd VISA.** Turn the purchase order into the office to be sent over to the District Office, and the business manager will place the order online for you.
- If you sign out the credit card, you are expected to return it the SAME day unless other arrangements are made.
- Upon the return of the credit card to the District Office, you will be expected to give the original receipt to the business manager. A copy will be provided to you should you be using student body funds. Receipts should be itemized. Please make sure to obtain itemized receipts in addition to the credit card receipt.

Purchase Orders and Requisitions

In order to complete the appropriate forms, you first need to determine which fund you are requesting the expenditure from – either student body funds or district funds. Based upon the identified fund, one of two forms are used:

- **Student Body Funds:**

An **In-House Requisition** form is required to be completed and are available in the front office. This form needs the class/club advisor and the principal's signature. These funds are from student body accounts, and your building secretary manages these funds. No ordering will be done until a fully completed and signed in-house requisition is received by the building secretary.

- **District Funds:**

A **purchase order** is required to be completed and are available in the front office. The form must be completed in its entirety. This includes: company's name, address, fax number, phone number, and costs, including shipping. Do not write in the column for the Fund Code. If an order form needs to accompany a purchase order, it must be filled out in its entirety. Turn the completed purchase order into the respective building office. The building principal will sign and send the form to the District Office. The business manager will assign it a number and make a copy for your records. No ordering will be done until a fully completed and signed purchase order is received at the District Office.

Reimbursements are not encouraged, but may be authorized by the building principal/Superintendent before the purchase is made. In order to request a reimbursement, a reimbursement form, found on the District website, MUST be fully completed and approved by the building principal/Superintendent. The original receipt from the store must accompany the purchase order. The mileage reimbursement form can also be found on the staff portal.

All incomplete purchase orders will be returned to the requestor for completion before assigning a purchase order number.

Student Activity Funds (Policy 7260)

All cash or checks collected for a Student Activity Account should be receipted and delivered to the office DAILY. All funds received by clubs or school organizations must be properly documented. All funds collected by staff members will be submitted daily to the building principal or his or her designee for receipt. No money will be kept overnight in the classrooms, desks, file cabinets, or other areas within the building. Any staff found to be in possession of Student Activity funds outside the allowances included in Policy 7260 could face disciplinary consequences. In order to spend ASB funds, advisors must have written documentation from the students to use particular funds (i.e., meeting notes, etc.).

Sales Tax

Sale of any item for fundraising purposes requires the submission of the applicable sales tax. Groups conducting fundraising should include clear statements as to whether sales tax is included or added to the final cost of items. Outside groups (FFA Alumni, Notus Boosters, etc. are responsible for filing their own sales taxes).

APPENDIX II

Safe Schools Training

Vector Training Website

<http://www.nsd135.id.safeschools.com/login>

Employee Login: last name, first initial

Password: First five letters of your last name(unless I have sent you a different password)

All Staff and Substitute Teachers

FERPA Confidentiality of Records	Due 3rd Friday in September 17 min
CIPA Compliance with the Children's Internet Protection Act	Due 3rd Friday in September 16 min
Sexual Harassment Student Issues and Responses	Due 3rd Friday in September 34 min
Sexual Harassment Staff-Staff	Due 3rd Friday in September 15 min
Homeless Students: Awareness and Understanding	Due 3rd Friday in September 28 min
Slips, Trips, and Falls	Due 3rd Friday in September 14 min
Bullying Recognition and Response	Due 3rd Friday in September 25 min
Online Safety: Cyberbullying	Due 3rd Friday in September 16 min
Online Safety: Threats of Violence	Due 3rd Friday in September 15 min
AED Training	Due 3rd Friday in September 15 min
Title IX and Sexual Harassment	Due 3rd Friday in September 25 min
Active Shooter	Due 3rd Friday in September 46 min
Youth Suicide: Awareness, Prevention and Postvention	Due 3rd Friday in September 41 min
Child Abuse: Mandatory Reporting	Due 3rd Friday in September 24 min
Warning Signs and Pre-attack Indicators	Due 3rd Friday in September 13 min
How to Protect Yourself and Others if an Attack Occurs	Due 3rd Friday in September 37 min

Child Nutrition Program Staff, Administration and Assistants, Pirate Learning Center Staff

Civil Rights in Food Service	Due 3rd Friday in September 18 min
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PE Teachers, Coaches

Concussion Awareness Athletics	Due 3rd Friday in September 18 min
Child Abuse: Mandatory Reporting	Due 3rd Friday in September 24 min
FERPA Confidentiality of Records	Due 3rd Friday in September 17 min
Title IX and Sexual Harassment	Due 3rd Friday in September 25 min
Title IX and Gender Equity in Athletics	Due 3rd Friday in September 51 min

Appendix III

Professional Learning Teams

Professional learning teams involve educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve. These teams operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators and simply to not teach our students but to ensure that all students learn. This shift from focus on teaching to focus on learning will have a profound effect on our student achievement and teacher effectiveness.

The Notus School District believes that team-based collaboration is one means to continuous improvement. A professional learning team is made of members who regularly collaborate toward continued improvement in meeting student needs. Using data, professional experience, and best practice, the team works towards realizing a shared vision for a better learning environment. The primary emphasis of this work is on the support of learning and meeting the needs of all students.

Staff shall:

1. Participate in job-embedded professional development and scheduled professional learning teams.
2. Work in collaborative teams to:
 - a. Build shared knowledge regarding expectations for student learning.
 - b. Frequently monitor each student's learning.
 - c. Identify goals that focus on student learning and require evidence of improved student learning.
 - d. Share teaching strategies.
 - e. Create a process for additional time and support in response to students experiencing difficulty or needing enrichment.
 - f. Use collected data to make instructional decisions.
3. Assign roles amongst teams to fulfill duties of the PLT.
4. Document minutes from the meeting and turn into administration.

Staff must have prior approval from the building administrator to miss a scheduled professional development training or Professional Learning Team meeting.