

Syringa Mountain School

PERSONNEL

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Board Goal/Personnel

The human resources of Syringa Mountain School are valuable and significant in creating an effective educational program and learning environment; schools function most efficiently and successfully when highly qualified individuals are employed to staff the needs of the school. Opportunities for staff development should be provided periodically. Supervision is a necessary, ongoing function of Syringa Mountain School's leadership. The Board seeks to promote an efficient and positive school climate in all educational endeavors, in order that students may work toward their greatest potential, and the community will be proud of its investment.

Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated.

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

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

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Hiring Process and Criteria

Syringa Mountain School shall hire highly qualified personnel consistent with budget and staffing requirements and shall comply with Board policy and state law on equal employment opportunities.

Director's Hiring Duties

The Director is responsible for recruiting personnel and making hiring recommendations to the Board, in compliance with Board policy. Individuals must complete a Syringa Mountain School application form in order to be considered for employment. The Director shall initially screen completed applications from educational support personnel.

All Employees - Conditions of Employment

Syringa Mountain School will require each person hired by Syringa Mountain School to undergo a criminal history check consistent with Idaho law and Policy 5110. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Certification of Professional Personnel – Valid Idaho Certificate

Syringa Mountain School shall require its contracted certificated staff to hold a valid Idaho certificate endorsed for the role and responsibilities for which they are employed. Syringa Mountain School shall employ all certificated professional employees on a written contract in the form approved by the state superintendent of public instruction. Syringa Mountain School will withhold the salary of any certificated professional employee who does not hold a valid certificate.

Entering Employment Contracts

Persons receiving a proposed contract from Syringa Mountain School for the ensuing school year shall deliver the signed contract to Syringa Mountain School within ten (10) calendar days of receipt of the same. Persons shall deliver the contract only in person or by certified mail, return receipt requested. Should any person refuse to acknowledge receipt of a contract or not return a signed contract to Syringa Mountain School within the time period set forth herein, Syringa Mountain School may declare the position vacant and offer the contract to another person.

Certificate Retention

Syringa Mountain School's personnel office will retain a copy of each contracted certificated employee's valid certificate in the employee's personnel file.

Cross Reference: Policy 5110

Legal Reference: I.C. § 55-512

I.C. § 33-130

I.C. § 33-513

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Fingerprinting and Criminal Background
Investigations

Governance of schools

Criminal history checks for school district employees
or applicants for certificates

Professional personnel

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Certificated Employees – Definitions and Contract Renewal

Non-Renewable Contract Certificated Employees Defined

Category 1 Certificated Employees - Certificated personnel hired on a limited one-year contract after August 1st as provided in I.C. § 33-514A.

Category 2 Certificated Employees – Certificated personnel in the first and second years of continuous employment within the same Syringa Mountain School as provided in I.C. § 33-514

Category 3 Certificated Employees - Certificated personnel in the third year of continuous employment by the same Syringa Mountain School as provided in I.C. § 33-514.

Renewable Contract Certificated Employees

Effective January 31, 2011, Syringa Mountain School School is not authorized to enter into a renewable contract with any certificated or other employee with the following exceptions.

Notice and Review of Reemployment and Non-Reemployment Decisions

1. Category 1 Certificated Employees

Category 1 Certificated Employees' contract is specifically offered for the limited duration of the ensuing school year. No further notice is required by Syringa Mountain School to terminate the contract at the conclusion of the contract year.

2. Category 2 and 3 Certificated Employees

Syringa Mountain School shall provide Category 2 and 3 Certificated Employees a written statement of reason for non-reemployment by no later than May 25th of the contract year. Category 2 Certificated Employees are not entitled to a review of the reasons or decision not to reemploy by the Board. The Board shall, upon written request to the Board, provide Category 3 Certificated Employees the opportunity for an informal review pursuant to Policy 5017 of a decision not to reemploy.

3. Renewable Contract Teachers

Effective January 31, 2011, Syringa Mountain School is not authorized to enter into a renewable contract with any certificated or other employee.

4. Directors and Administrators – Decision not to Reissue

For Administrators under Administrative Contract Form A, the Board will provide written notice of non-reissuance prior to May 15th of the contract year.

For Administrators under Administrative Contract Form B, the Board will provide written notice of non-reissuance by February 15 of the contract year. The Board shall, upon written request to the Board, provide Directors and Administrators the opportunity for an informal review pursuant to Policy 5017 of a decision not to reemploy.

5. Directors – Timing of Board Review

Pursuant to the Director Contract Form, the Board shall review the contract for consideration of extension on or before the regular Board meeting in January of the contract year. The Board may extend its period of review.

Supplemental Contracts – Decision not to Reissue

If Syringa Mountain School decides not to reissue a supplemental contract, the Board shall give written notice to the employee describing reasons for the decisions not to reissue. The employee, upon written request to the Board, shall be Entitled to an informal review pursuant to Policy 5017.

Delivery of Contract – Receipt Required

Syringa Mountain School may only make delivery of a contract in person or by certified mail, return receipt requested. If the Syringa Mountain School makes delivery in person, the contract recipient must sign a dated acknowledgement of receipt.

Return of the Contract

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

Failure to Accept or Acknowledge

Should a person refuse to acknowledge receipt of the contract or if the contract is not signed and returned to Syringa Mountain School within the designated time period, Syringa Mountain School may declare the position vacant.

Cross Reference:Policy 5107	Informal Review
Policy 5340	Evaluation of Certificated Personnel
Policy 6100	Superintendent

Legal Reference I.C. § 33-513	Professional Personnel
I.C. § 33-514	Issuance of Annual Contracts – Support programs – Categories of Contracts – Optional Placement
I.C. § 33-514A	Issuance of Limited contract
I.C. § 33-515	Issuance of Renewable Contracts
I.C. § 33-515A	Supplemental Contracts

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Informal Review Procedures

Employees Who May Request an Informal Review

The following employees may request an informal review for the Board's decision to not reemploy:

- 1) Category 3 employees;
- 2) An administrative employee; and
- 3) A certificated employee on a supplemental contract.

Informal Review Procedures

- 1) **Written Request and Statement.** The employee must submit to the Board Secretary, in writing, a request for an Informal Review; the written request must include a statement explaining the reasoning for disagreement with the Board's employment decision. The statement must not exceed to two pages. The employee must submit the written request and statement within ten (10) calendar days of the date the Board mails or hand delivers to the employee the notice of non-reemployment
- 2) The Board will provide the employee an opportunity to meet with the Board in executive session within ten (10) days of the date the request for Informal Review is submitted wherein the employee may provide an additional statement explaining their disagreement with the Board's decision.
- 3) The Board will notify the employee, in writing, of its final decision in the matter within fifteen (15) days of the date of the Informal Review.

During Informal Review, the employee does not have the right to be represented by an attorney or a representative of the state teachers association, present evidence or cross-examine witnesses unless specifically agreed to by the Board in writing. The Board may elect to ask questions of the employee, but this does not confer upon the employee the right to ask questions of the Board.

Cross Reference: Policy 5105 Certificated Personnel Reemployment

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

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Criminal History / Background Checks

General

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

Background Checks

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

- (1) Contacting prior employers for references;
- (2) Contacting personal references; and/or
- (3) Contacting other persons who, in the discretion of Syringa Mountain School, could provide valuable information to SMS.

Prior Conviction Discovered

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

Misrepresentations and Omissions

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.

Criminal History Check - Initial Hires

In order to protect the health, safety and welfare of the students of Syringa Mountain School, in compliance with Idaho law, Syringa Mountain School shall subject the following persons to criminal history checks:

- (1) Certificated and non-certificated employees;
- (2) All applicants prior to being hired
- (3) Substitute staff;

- (4) Individuals involved in other types of student training such as practicums and internships; and
- (5) All individuals who have unsupervised contact with students.

Criminal History Check - Contents

Criminal history checks conducted by Syringa Mountain School shall be based on a complete ten (10) finger fingerprint card or scan and include, at a minimum, the following:

- (1) Idaho bureau of criminal identification;
- (2) Federal bureau of investigation (FBI) criminal history check; and
- (3) Statewide sex offender register.

Criminal History Check - Timing

Syringa Mountain School will require employees to undergo, and will complete, a criminal history check within five (5) days of starting employment or unsupervised contact with students, whichever is sooner.

Criminal History Check – Fee and Retention

Syringa Mountain School will provide for an employee the first Criminal History check. Any subsequent background checks will require a forty dollar fee (\$40.00) per employee for a criminal history check. The State Department of Education maintains a file of all criminal history check records on file. Syringa Mountain School will provide a copy of the criminal history check records to the employee upon written request.

Employee Arrest or Conviction – Reporting Requirement

All employees shall have the continuing duty to notify Syringa Mountain School in writing of any arrest or criminal conviction that occurs subsequent to being hired by Syringa Mountain School.

In the event that any employee, whether full-time or part-time, probationary or non-probationary, classified or certified, is arrested, charged or indicted for a criminal violation of any kind, whether misdemeanor or felony, with the exception of minor traffic infractions, he/she is required to report such arrest in writing promptly to the employee's supervisor or department head within one (1) business day unless mitigating circumstances exist. The written notice must list any and all charges related to the arrest or conviction. Supervisors or department heads shall contact the Director or designee upon receiving written notification that an employee has been arrested or has a protection order served against him/her. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty.

Failure to Report

Failure by any employee to comply with the above arrest or conviction reporting requirement shall be grounds for disciplinary action, up to and including termination.

Protection Orders

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

Disciplinary Action

Syringa Mountain School reserves the right to determine appropriate disciplinary action in cases of arrest, conviction or protection orders, up to and including termination, depending upon the facts and circumstances surrounding the incident. It is in the sole discretion of Syringa Mountain School to terminate or take other action against any employee that has either been convicted of one (1) or more of the felony offenses set forth in I.C. § 33-1208 or made a material misrepresentation or omission on their job application.

Substitute Teachers

The State Department of Education maintains a statewide list of substitute teachers. The State Department of Education requires substitute teachers to undergo a criminal history check every five (5) years to remain on the substitute teachers list. If a substitute teacher has undergone a criminal history check within five (5) years, Syringa Mountain School may in its sole discretion, not require a substitute to undergo a criminal history check. If Syringa Mountain School does desire a substitute teacher who has undergone a criminal history check within the last five (5) years to undergo an additional criminal history check, Syringa Mountain School may require the criminal history check and will pay the costs of such check.

Other Employees

Syringa Mountain School will provide for an employee the first Criminal History check. Any subsequent background checks will require a forty dollar fee (\$40.00) per employee for a criminal history check. The State Department of Education maintains a file of all criminal history check records on file. Syringa Mountain School will provide a copy of the criminal history check records to the employee upon written request.

Volunteers – Fingerprint Criminal Background Investigation

Syringa Mountain School shall require any volunteer who has regular unsupervised access to students, as determined by the Director or the Director's designee, to submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to volunteering. Any requirement of a volunteer to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

Volunteers – Prior Record

If a volunteer has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Director, who shall decide whether the volunteer is suitable to be in the presence of the students in Syringa Mountain School. Syringa Mountain School shall not consider in the hiring process arrests resolved without conviction process unless the charges are pending.

Contractors- Crosscheck State Sex Offender Register

Syringa Mountain School maintains a safe environment for students by developing a system that cross-checks all contractors or other persons who have regular contact with students against the statewide sex offender register.

Confidentiality

Syringa Mountain School will maintain all confidential information concerning outstanding warrants, criminal charges and/or protective orders as confidential. An employee who is provided access to such information relating to another employee shall ensure that the information remains confidential. If an employee discloses such information without authorization, the employee shall be subject to disciplinary action.

Legal Reference: I.C. § 33-130 Criminal history checks for school district employees or applicants for certificates
I.C. §33-512 Governance of schools
I.C. §9-340(C) Records Exempt from Disclosure
Public Law 105-251, Volunteers for Children Act

Policy History:

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Equal Employment Opportunity and Non-Discrimination

General Policy

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

Syringa Mountain School shall make reasonable accommodation for an individual with a disability known to Syringa Mountain School, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon Syringa Mountain School.

Inquiries and Grievances

Inquiries regarding discrimination should be directed to the Director or the Director's Title IX Designee. For specific written concerns or grievances, persons should follow the Uniform Grievance Procedure in Policy 5250.

Cross Reference: 5250 Uniform Grievance Procedure

Legal Reference: 29 U.S.C. §§ 621, et seq. Age Discrimination in Employment Act,
42 U.S.C. §§ 12111, et seq. Americans with Disabilities Act, Title I,
29 U.S.C. § 206(d) Equal Pay Act,
8 U.S.C. §§ 1324(a), et seq. Immigration Reform and Control Act,
29 U.S.C. §§ 791, et seq. Rehabilitation Act of 1973,
42 U.S.C. §§ 2000(e), et seq., 29 C.F.R., Part 1601 Title VII of Civil
Rights Act,
20 U.S.C. §§ 1681, et seq., 34 C.F.R., Part 106 Title IX of the
Education Amendments,
I.C. § 67-5909 Acts Prohibited

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Policy Manual Applicability

Policy Manual Conflict with Collective Bargaining Agreement

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of Syringa Mountain School. However, where there is a conflict between the terms of a collective bargaining agreement (if any) and Syringa Mountain School's policy, the law provides that the terms of the collective bargaining agreement shall prevail for the staff covered by that agreement. When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board shall govern to effectively and efficiently manage Syringa Mountain School.

Policy Manual and Classified Employees

Classified employees are employed at will and the Policy Manual is not intended to express a term of an employment agreement. The provisions of this Policy Manual do not create a property right which would modify Syringa Mountain School's right to terminate the employment relationship of classified employees at will.

Legal Reference: Metcalfe v. Intermountain Gas Co., 116 Idaho 622 (1989).

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Job Descriptions and Evaluations

Job Descriptions

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

Annual Evaluation

Once each year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under his or her supervision to review the individual's work. Syringa Mountain School shall document the evaluation by use of Syringa Mountain School Evaluation Form for classified or certified personnel. Both the supervisor and employee shall sign the Evaluation Form; however, neither person should sign the evaluation form before fully reviewing and discussing its contents. The supervisor will give one signed copy to the employee and one signed copy to the Director to be maintained in the employee's personnel file.

Cross Reference: 5500 Personnel Records

Legal Reference: I.C. § 33-514 Issuance of Annual Contracts
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-517 Non-certificated Personnel

Policy History:

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Length of Work Day - Certified

The length of a work day for a certified employee shall be eight (8) hours for a full-time certified employee. The work day is generally exclusive of lunch and extracurricular assignments but inclusive of preparation time and assigned duties. Arrival time shall generally be one-half (1/2) hour before classes begin or as directed by the Director.

Length of Work Day - Classified

The length of a classified work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight-(8)-hour per day/forty (40)-hour per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor. Normal office hours are 7:30 a.m. to 4:30 p.m. Normal teaching hours are 7:30 a.m. to 3:30 pm.

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

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Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment and/or transfer of position and duties by the Director. The Director shall assign teachers at the levels and in the subjects for which their certificates are endorsed. The Director shall provide for a system of assignment, reassignment and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

Classified Staff

The right of assignment, reassignment and transfer shall remain that of Syringa Mountain School. The Director shall provide written notice of a reassignment or involuntary transfer to the staff member. The Director shall provide the staff member an opportunity to discuss with the Director the proposed transfer or reassignment.

Teaching Assignments

All teachers shall be given written notice of their teaching assignments relative to grade level, building and subject area before the beginning of the school year.

Provisions governing vacancies, promotions and voluntary or involuntary transfers may be found in the Syringa Mountain School Teacher Handbook.

Policy History:

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Accommodating Individuals With Disabilities

Syringa Mountain School shall provide Individuals with disabilities a reasonable opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities. Syringa Mountain School will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

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

Title II Coordinator

The Director, or the Director's designee, is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee Syringa Mountain School's compliance efforts, recommend necessary modifications to the Board, and maintain Syringa Mountain School's final Title II self-evaluation document and keep it available for public inspection.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Attending School-Sponsored Events – Notify Director

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

Cross Reference: Policy 5250 Uniform Grievance Procedure

Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

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Sexual Harassment/Sexual Intimidation in the Workplace

General

Syringa Mountain School is committed to maintaining an educational environment that protects dignity, individual worth, promotes mutual respect for each individual, and is free from sexual harassment.

It shall be a violation of this policy for any Syringa Mountain School employee, student or visitor to sexually harass another individual, while on any school premises or at any school sponsored activity, regardless of location.

Directors and supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

Definition:

Sexual Harassment is defined as: a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors when:

1. submission to such conduct is made either explicitly or implicitly a term or condition to an individual's employment, education, or participation in school activities;
2. submission to or rejection of such conduct by an individual is used as a basis for personnel or academic decisions affecting the individuals; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment including, but not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort.

All sexual harassment of students by employees is "unwelcome" regardless of whether it is "consensual".

Examples

Examples of sexual harassment may include, but are not limited to:

1. unwanted sexual touching, verbal comments, gestures, and jokes;
2. students of one sex subjecting a student of the opposite sex to sexual remarks, teasing, or being questioned about their ability to do the work;

3. touching oneself sexually or talking about one's sexual activity in front of others;
4. displaying, wearing or distributing sexually explicit or sexually suggestive drawings, pictures or written materials;
5. unwelcome solicitation or pressure for sexual favors;
6. unnecessary touching of an individual, e.g., patting, pinching, repeated brushing against another person's body;
7. requests for sexual favors accompanied by implied or overt threats concerning an individual's employment, education or business with the District; and
8. cornering or blocking of normal movements.

Examples of conduct which typically would **not** constitute sexual harassment:

1. a single instance of a kiss on the cheek of an elementary student by another elementary student;
2. hugging the winning athlete; and
3. a teacher putting his/her arms around students during photographic session.

Student-to-Student Sexual Harrassment

Student-to-student sexual harassment is defined by a hostile environment or any unwelcome sexual conduct that is sufficiently severe, persistent or pervasive, to potentially limit a student's ability to participate in or benefit from his or her education.

Reporting

It is everyone's responsibility to eliminate sexual harassment. Any person who has been sexually harassed or believes another person has been sexually harassed should immediately report the activities to a Syringa Mountain School employee. Syringa Mountain School employees receiving a report of alleged sexual harrassment shall immediately report the matter to the Director or the Director's Title IX Designee (hereafter Designee). If the complaint involves the Director or Designee, Syringa Mountain School personnel must immediately report the matter to the Board president.

Syringa Mountain School employees witnessing a violation of this policy shall take immediate action to stop the inappropriate behavior and to report the matter to the Director, Designee or Board President. Syringa Mountain School personnel who fail to report or fail to take action to stop violations of this policy may face disciplinary action up to and including dismissal.

Investigation

When any Syringa Mountain School employee receives a report of sexual harassment, or has reason to believe that sexual harassment is occurring, he/she shall take immediate steps to follow the process outlined in the Uniform Grievance Procedures in Policy 5250.

Confidentiality

Due to the damage that could result to the career and reputation of any person falsely or in bad faith accused of sexual harassment, all investigations and hearings surrounding such matters will be designed to the maximum extent possible to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications. In addition, all persons involved are prohibited from discussing the matter with co-workers and/or other persons not directly involved in resolving the matter. In instances where the sexual harassment allegation involves suspected child abuse, the Director or Board President must report the case to the proper authorities as required by law.

A violation of the above confidentiality provisions by any person(s) may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Disciplinary Action

Discipline for violations of this policy: (1) for an employee, may involve actions up to and including dismissal; (2) for a visitor, may involve actions up to and including future prohibition from entering any school premises or attending any school sponsored activity, regardless of location; and (3) for a student, may involve actions up to and including suspension and/or expulsion. Discipline shall be appropriate to the offense, age, and status of the individual. The Director or Designee shall submit the case to the appropriate law enforcement agency when the charges warrant such action.

Insufficient Evidence

If there is insufficient evidence to support the allegations, no report of the allegation shall be placed in an accused or complaining employee's personnel record or in an accused or complaining student's permanent record.

False Accusation

If the investigation discloses that the complaining individual knowingly or in a malicious manner falsely accused another of sexual harassment, the complaining individual may be subject to disciplinary action as stated above.

Retaliation

Syringa Mountain School students, employees, or visitors shall not retaliate against an individual who in good faith reports, associates with the individual reporting, participates in the investigation, or investigates a report of sexual harassment. Any person who

retaliates against another individual who investigates or in good faith reports an incident may be subject to disciplinary action as stated above.

Prevention

The Director shall develop procedures to: (1) prevent sexual harassment; and (2) follow up with victims of violations of this policy to ensure preventive actions were effective.

Written Record

The Director or Board President will keep and maintain a confidential written record, including, but not limited to, witness statements, investigative reports and correspondence, from the date any allegation of harassment is reported. The information in the written record will also include the action taken by the Director or Board in response to each allegation. The confidential written record will be kept in Syringa Mountain School's administrative offices and will be purged according to record retention procedures.

Cross Reference: 5250 Uniform Grievance Procedure

Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R. § 1604.11
Title IX of Education Amendments, 20 U.S.C. §§ 1681, et seq.
I.C. § 67-5909 Acts Prohibited

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Certificated Staff Complaints And Grievances

It is the Board's desire that: (1) administrative procedures for settling certified staff complaints and grievances be an orderly process within which solutions may be pursued; (2) the grievance procedure provide prompt and equitable resolution at the lowest possible administrative level; and (3) each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

Any certified staff who believes, due to any action by the Board, its employees or agents that he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status may file a grievance in accordance with this policy.

This policy does not deny the right of a grievant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination or harassment.

Intimidation, harassment or retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.

It is the policy of Syringa Mountain School to process all grievances in a fair and expeditious manner. However, in no event will a grievance be accepted or reviewed that is submitted more than 180 days after the alleged civil right violation, or from the date the grievant could reasonably become aware of such occurrence.

Syringa Mountain School will maintain confidentiality to the extent required by law.

Level 1: School Official (Informal and optional – may be bypassed by grievant)

Individuals with a grievance is encouraged to first discuss the issues with a Syringa Mountain School employee with the objective of resolving the matter promptly and informally. Employees with any complaint or grievance are encouraged to first discuss the problem with the Director or their immediate supervisor with the objective of resolving the matter promptly and informally. However, grievances under this section should be discussed with the Director, supervisor or designee not involved in the alleged discrimination or harassment.

Level 2: Director or Director's Title IX Designee

If a certified staff member feels that a grievance was not satisfactorily resolved at Level 1, or if an individual elects to bypass Level 1, he/she may file a written, signed statement of the grievance with the Director or the Director's Title IX Designee

(hereafter Designee). The statement must fully set out: (1) the nature of the grievance; (2) the remedy requested; and (3) the signature of the grievant and the date.

The Director or Designee has the authority to investigate all written grievances. If possible, the Director or Designee will resolve the grievance. If the parties to the grievance cannot agree on a resolution, a written report of the investigation shall be prepared by the Director or Designee which shall contain: (1) a clear statement of the allegations of the grievance and remedy sought; (2) a statement of the facts as contended by each of the parties; (3) a statement of facts as found by the Director or Designee and identification of evidence to support each fact; (4) a list of all witnesses interviewed and documents reviewed during the investigation; (5) a narrative describing attempts to resolve the grievance; and (6) the Director's or Designee's conclusion as to whether the allegations in the grievance have merit.

If the Director or Designee believes the grievance is valid, the Director or Designee will recommend appropriate action.

The Director or Designee shall complete the investigation and file a report within (60) days after receipt of the written grievance. By mutual consent of both parties, this time can be extended. A summary report shall be sent to the parties of the grievance consistent with confidentiality requirements of federal and state law. The recommendation(s) of the Director or Designee shall be implemented.

Level 3: Board of Directors

If either party is not satisfied with the recommendation(s) by the Director or Designee, either party may make a written appeal within ten (10) days of receiving the summary report of the Director or Designee to a panel of Directors, and/or Supervisors or designees – as determined by the Board. Within fifteen (15) days of receipt of the appeal, the panel shall review the Director's or Designee's recommendation(s), and may hear and consider any additional information that may exist regarding the allegations. If a Director has been involved in any of the previous steps, that individual shall not participate in the review of the appeal. Within ten (10) days of convening, the panel shall issue a decision regarding their findings. The decision shall be submitted to the Director and the parties of the grievance. Upon approval of the Director, the decision shall be implemented.

The decision of the Directors and the Director, with regard to implementing the decision, is a final decision and is not appealable, except that the grievant may, in writing, request that the Board review the record of the grievance procedure to ensure that Board policy, as set forth in this document, has been followed. The grievant is not precluded from filing complaints at any time during or after the grievance process with state or federal agencies.

Timelines

The timelines set forth in this policy may be waived at the discretion of the Director or Designee if such waiver is determined to be in the best interest of the individuals involved.

Employee Actions

All employees of Syringa Mountain School shall be responsible for acting in accordance with this policy.

Review and Prevention

The Director or Designee will review the grievance in relation to current Syringa Mountain School policies and practices to determine if there are steps which Syringa Mountain School should take to prevent a recurrence of a similar type of discrimination or harassment.

Definitions for Policy 5250

Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, school holidays and school breaks.

Grievance: a complaint alleging a violation of any policy, procedure, or practice which would be prohibited by Title VI, Title VII, Title IX, Section 504, the ADA, and other federal and state civil rights laws, rules and regulations.

Grievant: a student, parent/guardian, employee or visitor of Syringa Mountain School who submits a grievance.

On school premises or at any school sponsored activity, regardless of location: shall include, but not be limited to buildings, facilities, and grounds on the Syringa Mountain School campus, school buses, school parking areas; and the location of any school sponsored activity. This includes instances in which the conduct occurs off the school premises but impacts a school related activity.

Procedure History: Adopted on:

May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5260

Abused and Neglected Child Reporting

General

The personal safety and welfare of each child is of paramount concern to the Board, employees and patrons of Syringa Mountain School. It is of particular importance that employees within Syringa Mountain School become knowledgeable and thoroughly educated as to their legal and ethical responsibilities on observation and reporting of suspected child abuse, child abandonment or child neglect. The Director or each employee's supervisor shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

Definitions

Abuse: any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling; sexual conduct including rape, molestation, incest, prostitution; obscene or pornographic photographing, filming or depiction for commercial purposes or other similar forms of sexual exploitation harming or threatening the child's health or welfare or mental injury to the child due to abandonment or neglect.

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

Neglected: a child who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for their well-being because of the conduct or omission of their parents, guardian or other custodian or their neglect or refusal to provide them.

Reporting

A Syringa Mountain School employee who has reasonable cause to suspect that a student may be an abused, abandoned or neglected child or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall: (1) report or caused to be reported such a case to local law enforcement or the Department of Health and Welfare within twenty four (24) hours; and (2) immediately report the case to their Supervisor.

The supervisor shall immediately notify the Director or the Director's Title IX Designee, who shall in turn report or caused to be reported the case to local law enforcement or the Department of Health and Welfare within twenty four (24) hours.

Immunity

Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code § 16-1605 shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed.

False Reporting

In addition, pursuant to Idaho Code Section 16-1607, any person who makes a report or allegation of child abuse, abandonment or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500), whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award triple actual damages or triple statutory damages, whichever is greater.

Failure to Report

Any Syringa Mountain School employee who fails to report a suspected case of abuse, abandonment or neglect to the Department of Health and Welfare or local law enforcement as outlined above, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and may be charged with a misdemeanor or face other criminal or civil charges. The employee will also be subject to disciplinary action up to and including termination.

Legal Reference: I.C. § 16-1605 Reporting of Abuse, Abandonment or Neglect
I.C. § 16-1606 Immunity
I.C. § 16-1607 Reporting in Bad Faith-Civil Damages
I.C. § 16-1602 Definitions

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5270

Report of Suspected Child Abuse, Abandonment or Neglect Form

Original to: Local Law Enforcement _____
Department of Health and Welfare _____
Copy to: Director _____

From: _____ Title: _____

School: _____ Phone: _____

Persons contacted: Director Teacher School Nurse Other _____

Name of Minor: _____ Date of Birth: _____

Address: _____ Phone: _____

Date of Report: _____ Attendance Pattern: _____

Father: _____ Address: _____
Phone: _____

Mother: _____ Address: _____
Phone: _____

Guardian or Step-Parent: _____ Address: _____
Phone: _____

Any suspicion of injury/neglect to other family members:

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused, abandoned and/or neglected:

Previous action taken, if any: _____

Follow-up by Local Law Enforcement / Department of Health and Welfare (copy to be completed and returned to the Superintendent/Building Director):

Date Received: _____

Date of Investigation:

Syringa Mountain School

PERSONNEL

5280

Personal Conduct

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

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the Syringa Mountain School, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's Syringa Mountain School duties.

A Syringa Mountain School employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. All Syringa Mountain School employees should take care to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

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

The Director, administrators and supervisors may set forth specific rules and regulations governing an employee's conduct on the job.

Legal Reference: I.C. § 33-1208 Revocation, Suspension or Denial of Certificate –
Grounds
Code of Ethics of the Idaho Teaching Profession

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

***Professional Standards Commission (PSC)
Code of Ethics***

This version of the Code of Ethics for Idaho Professional Educators was developed by the Professional Standards Commission in September, 2003; approved by the Idaho State Board of Education in November, 2003; and approved by the Idaho legislature in March, 2004. (IDAPA 08.02.02.076).

The Idaho Code of Ethics consists of Ten (10) Principles. Below is a summary of those principles - please refer to the complete document for details

Code of Ethics: The Ten Principles (Summary)

- **Principle I:** A professional educator abides by all federal, state, and local laws and statutes.
- **Principle II:** A professional educator maintains a professional relationship with all students, both inside and outside the classroom.
- **Principle III:** A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice.
- **Principle IV:** A professional educator exemplifies honesty and integrity in the course of professional practice.
- **Principle V:** A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility.
- **Principle VI:** A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation.
- **Principle VII:** A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law.
- **Principle VIII:** A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract.
- **Principle IX:** A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators, and submits reports as required by Idaho Code.
- **Principle X:** A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following recognized professional principles.

**IDAPA 08
TITLE 02
CHAPTER 02**

08.02.02 - RULES GOVERNING UNIFORMITY

**076. CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS
(SECTIONS 33-1208 AND 33-1209, IDAHO CODE).**

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles. The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct. (3-20-04)

1. Aspirations and Commitments. (3-20-04)

a. The professional educator aspires to stimulate the spirit of inquiry in students and to provide opportunities in the school setting that will help them acquire viable knowledge, skills, and understanding that will meet their needs now and in the future. (3-20-04)

b. The professional educator provides an environment that is safe to the cognitive, physical and psychological well-being of students and provides opportunities for each student to move toward the realization of his/her goals and potential as an effective citizen. (4-11-06)

c. The professional educator, recognizing that students need role models, will act, speak and teach in such a manner as to exemplify nondiscriminatory behavior and encourage respect for other's cultures and beliefs. (3-20-04)

d. The professional educator is committed to the public good and will help preserve and promote the principles of democracy. He will provide input to the local school board to assist in the board's mission of developing and implementing sound educational policy, while promoting a climate in which the exercise of professional judgment is encouraged. (4-11-06)

e. The professional educator believes the quality of services rendered by the education profession directly influences the nation and its citizens. He strives, therefore, to establish and maintain the highest set of professional principles of behavior, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession. (4-11-06)

f. The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He believes that sound professional personal relationships with colleagues, governing boards, and community members are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons. (4-11-06)

2. Principle I. A professional educator abides by all federal, state, and local laws and statutes. Unethical conduct may include the conviction of any felony or misdemeanor offense as defined by Section 18-110 and Section 18-111, Idaho Code. All infractions (traffic) as defined by Section 18-113A, Idaho Code, are excluded. (3-20-04)

3. Principle II. A professional educator maintains a professional relationship with all students, both inside and outside the classroom. Unethical conduct includes, but is not limited to: (3-20-04)

a. Committing any act of child abuse, including physical or emotional abuse; (3-20-04)

b. Committing any act of cruelty to children or any act of child endangerment; (3-20-04)

c. Committing or soliciting any sexual act from any minor or any student regardless of age; (3-20-04)

d. Committing any act of harassment as defined by district policy; (4-11-06)

e. Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, or physical) with a student, regardless of age; (3-20-04)

f. Using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g. sexual innuendoes or sexual idiomatic phrases); (3-20-04)

g. Taking inappropriate pictures (digital, photographic, or video) of students; (3-20-04)

h. Inappropriate contact with any minor or any student regardless of age using electronic media; (4-11-06)

i. Furnishing alcohol or illegal or unauthorized drugs to any student or allowing or encouraging a student to consume alcohol or unauthorized drugs except in a medical emergency; and (4-11-06)

j. Conduct that is detrimental to the health or welfare of students. (4-11-06)

4. Principle III. A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes, but is not limited to: (3-20-04)

a. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming illegal or unauthorized drugs; (3-20-04)

b. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol; (3-20-04)

c. Inappropriate or illegal use of prescription medications on school premises or at any school-sponsored events, home or away; (4-11-06)

d. Inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and (4-11-06)

e. Possession of an illegal drug as defined in Chapter 27, Idaho Code, Uniform Controlled Substances. (3-20-04)

5. Principle IV. A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes, but is not limited to: (3-20-04)

a. Fraudulently altering or preparing materials for licensure or employment; (3-20-04)

b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment or licensure; (3-20-04)

c. Failure to notify the state at the time of application for licensure of past revocations or suspensions of a certificate or license from another state; (3-20-04)

d. Failure to notify the state of past criminal convictions at the time of application for licensure; (3-20-04)

e. Falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students or personnel, including improper administration of any standardized tests (changing test answers; copying or teaching identified test items; unauthorized reading of the test to students, etc.); (4-11-06)

f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves; (3-20-04)

g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry or investigation; and, (3-20-04)

h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues. (3-20-04)

6. Principle V. A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes, but is not limited to: (3-20-04)

a. Misuse, or unauthorized use, of public or school-related funds or property; (3-20-04)

b. Failure to account for funds collected from students or parents; (3-20-04)

c. Submission of fraudulent requests for reimbursement of expenses or for pay; (3-20-04)

d. Co-mingling of public or school-related funds in personal bank account(s); (3-20-04)

e. Use of school computers for a private business; (3-20-04)

f. Use of school computers to deliberately view or print pornography; and, (3-20-04)

g. Deliberate use of poor budgeting or accounting practices. (3-20-04)

7. Principle VI. A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes, but is not limited to: (3-20-04)

a. Unauthorized solicitation of students or parents of students to purchase equipment or supplies from the educator who will directly benefit; (3-20-04)

b. Acceptance of gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest; (3-20-04)

c. Tutoring students assigned to the educator for remuneration unless approved by the local board of education; and, (3-20-04)

d. Soliciting, accepting, or receiving a pecuniary benefit greater than fifty dollars (\$50) as defined in Section 18-1359(b), Idaho Code. (3-20-04)

8. Principle VII. A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unethical conduct includes, but is not limited to: (3-20-04)

a. Sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status or income, and assessment or testing results with inappropriate individuals or entities; and (3-20-04)

b. Sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities. (3-20-04)

9. Principle VIII. A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes, but is not limited to: (3-20-04)

a. Abandoning any contract for professional services without the prior written release from the contract by the employing school district or agency; (3-20-04)

b. Willfully refusing to perform the services required by a contract; and, (3-20-04)

c. Abandonment of classroom or failure to provide appropriate supervision of students at school or school-sponsored activities to ensure the safety and well-being of students. (3-20-04)

10. Principle IX. A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators and submits reports as required by Idaho Code. Unethical conduct includes, but is not limited to:(3-20-04)

a. Failure to comply with Section 33-1208A, Idaho Code, (reporting requirements and immunity); (3-20-04)

b. Failure to comply with Section 16-1605, Idaho Code, (reporting of child abuse, abandonment or neglect); (4-11-06)

c. Failure to comply with Section 33-512B, Idaho Code, (Suicidal tendencies and duty to warn); and (4-11-06)

d. Having knowledge of a violation of the Code of Ethics for Idaho Professional Educators and failing to report the violation to an appropriate education official. (3-20-04)

Principle X. 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. Unethical conduct includes, but is not limited to: (4-11-06)

a. Any conduct that seriously impairs the Certificate holder's ability to teach or perform his professional duties; (3-20-04)

b. Committing any act of harassment toward a colleague; (4-11-06)

- c.** Conduct that is offensive to the ordinary dignity, decency, and morality of others; (4-11-06)
- d.** Failure to cooperate with the Professional Standards Commission in inquiries, investigations, or hearings; (3-20-04)
- e.** Using institutional privileges for the promotion of political candidates or for political activities, except for local, state or national education association elections; (4-11-06)
- f.** Deliberately falsifying information presented to students; (4-11-06)
- g.** Willfully interfering with the free participation of colleagues in professional associations; and (4-11-06)
- h.** Taking inappropriate pictures (digital, photographic or video) of colleagues. (4-11-06)

77. DEFINITIONS FOR USE WITH THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS (SECTIONS 33-1208 AND 33-1209, IDAHO CODE).

1. Administrative Complaint. A document issued by the State Department of Education outlining the specific, purported violations of Section 33-1208, Idaho Code, or the Code of Ethics for Idaho Professional Educators. (3-20-04)

2. Allegation. A purported violation of the Code of Ethics for Idaho Professional Educators or Idaho Code. (3-20-04)

3. Certificate. A document issued by the Department of Education under the authority of the State Board of Education allowing a person to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian (Section 33-1201, Idaho Code).

4. Certificate Denial. The refusal of the state to grant a certificate for an initial or reinstatement application. (3-20-04)

5. Certificate Suspension. A time-certain invalidation of any Idaho certificate as determined by a stipulated agreement or a due process hearing panel as set forth in Section 33-1209, Idaho Code. (3-20-04)

6. Complaint. A signed document defining the allegation that states the specific ground or grounds for revocation, suspension, denial, place reasonable conditions on a certificate or issuance of a letter of reprimand (Section 33-1209(1), Idaho Code). The State Department of Education may initiate a complaint. (4-11-06)

7. Conditional Certificate. Allows an educator to retain licensure under certain stated Certificate conditions as determined by the Professional Standards Commission (Section 33-1209(10), Idaho Code). (3-20-04)

8. Contract. Any signed agreement between the school district and a certificated educator pursuant to Section 33-513(1), Idaho Code. (3-20-04)

9. Conviction. Refers to all instances regarding a finding of guilt by a judge or jury; a plea of guilt by Nolo Contendere or Alford plea; or all proceedings in which a sentence has been suspended, deferred or withheld. (3-20-04)

10. Educator. A person who holds or applies for an Idaho Certificate (Section 33-1001(16) and Section 33-1201, Idaho Code). (3-20-04)

11. Education Official. An individual identified by local school board policy, including, but not limited to, a superintendent, Director, assistant Director, or school resource officer (SRO). (3-20-04)

12. Ethics Committee. A decision-making body comprised of members of the Professional Standards Commission, including the chair and/or vice-chair of the Commission. A prime duty of the Committee is to review purported violations of the Code of Ethics for Idaho Professional Educators to determine probable cause and direction for possible action to be taken against a Certificate holder. (4-11-06)

13. Hearing. A formal review proceeding that ensures the respondent due process. The request for a hearing is initiated by the respondent and is conducted by a panel of peers. (3-20-04)

14. Hearing Panel. A minimum of three (3) educators appointed by the chair of the Professional Standards Commission and charged with the responsibility to make a

final determination regarding the charges specifically defined in the Administrative Complaint. (3-20-04)

15. Investigation. The process of gathering factual information concerning a valid, written complaint in preparation for review by the Professional Standards Commission Ethics Committee, or following review by the Ethics Committee at the request of the deputy attorney general assigned to the Department of Education. (4-11-06)

16. Minor. Any individual who is under eighteen (18) years of age. (3-20-04)

17. Not-Sufficient Grounds. A determination by the Ethics Committee that there is not-sufficient evidence to take action against an educator's certificate. (4-11-06)

18. Principles. Guiding behaviors that reflect what is expected of professional educators in the state of Idaho while performing duties as educators in both the private and public sectors. (3-20-04)

19. Reprimand. A written letter admonishing the Certificate holder for his conduct. The reprimand cautions that further unethical conduct may lead to consideration of a more severe action against the holder's Certificate. (3-20-04)

20. Respondent. The legal term for the professional educator who is under investigation for a purported violation of the Code of Ethics for Idaho Professional Educators. (3-20-04)

21. Revocation. The invalidation of any Certificate held by the educator. (3-20-04)

22. Stipulated Agreement. A written agreement between the respondent and the Professional Standards Commission to resolve matters arising from an allegation of unethical conduct following a complaint or an investigation. The stipulated agreement is binding to both parties and is enforceable under its own terms, or by subsequent action by the Professional Standards Commission. (3-20-04)

23. Student. Any individual enrolled in any Idaho public or private school from preschool through grade 12. (3-20-04)

24. Sufficient Grounds. A determination by the Executive Committee that sufficient evidence exists to issue an Administrative Complaint. (3-20-04)

VIOLATIONS OF THE CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION

Under Idaho Code §§ 33-1208; 33-1208A and 33-1209, a violation of the Code of Ethics of the Idaho Teaching Profession may lead to a letter of reprimand, suspension, revocation, or denial of a certificate.

Legal Reference: IDAPA 08.02.02.076

I.C. § 33-1208

I.C. § 33-1208A

I.C. § 33-1209

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5285

Solicitations

Solicitations by Staff Members

Teachers and other employees of Syringa Mountain School will not sell, solicit for sale, or advertise for sale for personal gain any merchandise or service; nor will teachers or other employees organize students for such purposes without the approval of the Director.

Solicitations of Staff Members

Non-school organization may not solicit funds from employees or distribute flyers related to fund drives through the schools without the approval of the Director.

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5300

Political Activity - Staff Participation

Elective Office

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the Syringa Mountain School may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The Syringa Mountain School assumes no obligation beyond making such opportunities available.

Coercion

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.

Solicitation of Political Support

No Syringa Mountain School employee may solicit support for, or opposition to, any political committee, the nomination or election of any person to public office, or the passage of a ballot issue while on the job or at his place of employment. However, nothing in this section is intended to restrict the right of a Syringa Mountain School employee to express his personal political views in the appropriate setting.

Use of Public Facilities and Equipment

No Syringa Mountain School 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, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations or ballot issues.

No Syringa Mountain School employee may work on election, political campaigns, ballot issues or issues dealing with private or charitable organizations or foundations during school hours or on school property.

Legal Reference: 5 USC 7321, et seq. Hatch Act
Idaho Constitution Article III, Section 1
Idaho Attorney General Opinion No. 95-07

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5310

Tobacco Free Policy

Syringa Mountain School maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds; nor will employees be allowed to use tobacco while on duty. Upon hiring, Syringa Mountain School will direct new employees not to use tobacco in school buildings or on school grounds. Limitations or prohibitions on tobacco use are applicable to all hours.

Legal Reference: I.C. § 39-5501 et seq. Clean Indoor Air Act

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5320

Drug-Free Workplace

General

Syringa Mountain School is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public. The use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs is unacceptable. All Syringa Mountain School workplaces are drug- and alcohol-free workplaces.

Written Information to Employees

Syringa Mountain School shall provide all employees with written information notifying them of the prohibitions pertaining to controlled substances, consequences of violations, and compliance with the drug-free policy as a condition of employment.

Employee Prohibitions

All employees are prohibited from the unlawful manufacture, dispensing, distribution, consumption, possession, use, or being under the influence of a controlled substance or alcohol while on Syringa Mountain School premises or while performing work for Syringa Mountain School.

Conditions of Employment – Notice of Conviction

As a condition of employment, each employee shall: (1) abide by the terms of Syringa Mountain School policy respecting a drug and alcohol-free workplace; and (2) notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the School premises or while performing work for Syringa Mountain School, no later than five (5) days after such a conviction.

Definitions

Illegal use of drugs: means the use of drugs, the possession or distribution of which is unlawful. Such term does not include the use of a drug taken under the supervision by a licensed health care professional.

Drug or illegal drug: means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act.

Conviction: means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Law: means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

Controlled Substance: means any drug or substance that is: 1. not legally obtainable; 2. being used in a manner different than prescribed; 3. legally obtainable, but has not been legally obtained; or 4. referenced in federal or state controlled substance acts.

Confidentiality

Records that pertain to Syringa Mountain School's employee-required substance screens are recognized to be private and sensitive records. The Director shall maintain such records in a secure fashion to insure confidentiality and privacy and be disclosed to the Director of Human Resources only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. The Director of Human Resources shall maintain any such records in a secure fashion to insure confidentiality and privacy. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Idaho law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug free workplace. Syringa Mountain School shall maintain all Personnel records and information regarding referral, evaluation, substance screen results, and treatment in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

Employee Conduct

Substance abuse is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

1. Illegal drugs – Prohibited, Notice of Conviction, Disciplinary Action

(1) Prohibition. Employees shall not engage in the illegal use of drugs at any time, and such use will not be tolerated. Further, employees on duty, or on Syringa Mountain School property, or in attendance at system-approved or school-related functions will not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia, nor will they be under the influence of such drugs.

(2) Notice of Conviction. An employee convicted of any criminal drug law shall notify Syringa Mountain School Director no later than five (5) days after such conviction. Within thirty (30) days after receiving notice of a conviction, Syringa Mountain School will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

(3) Disciplinary Action / Factors. Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge. Convictions of a criminal drug law can result in disciplinary action up to and including discharge. In determining whether and to what extent an employee will be disciplined or discharged for the conviction of a criminal drug law, the Board will consider the following factors: (A) the degree to which the nature of the criminal offense reduces Syringa Mountain School's ability to maintain a safe working environment; (B) the degree to which the nature of the criminal offense unreasonably endangers the safety of other

employees and/or students; (C) the degree to which the conviction unreasonably undermines the public confidence in Syringa Mountain School's operations; (D) the nature of the criminal offense; (E) the nature of the employee's job with Syringa Mountain School; (F) the existence of any explanatory or mitigating facts or circumstances; (G) whether the employee promptly reports the conviction; and (H) any other facts relevant to the employee, including but not limited to years of service and record of performance with Syringa Mountain School.

2. Alcohol and Drugs – Prohibitions, Notice of Conviction, Disciplinary Action

Alcohol, prescription drugs, and over-the-counter drugs are legal and readily available. These drugs, when abused over time or used in combination with one another, can result in chemical dependency or poly-drug addiction. Employees shall conduct themselves in a manner consistent with the following provisions:

(1) Alcohol – Intoxication Prohibition. Employees on duty, or on Syringa Mountain School property, or in attendance at system-approved or school-related functions must not be under any degree of intoxication or odor from alcohol. Employees shall not manufacture, sell, or use alcoholic beverages or possess open alcoholic beverage containers while on duty, or on Syringa Mountain School property, or in attendance at system-approved or school-related functions.

(2) Prescription Drug Abuse Prohibition. Employees on duty shall not use or take prescription drugs above the level recommended by the prescribing physician and shall not use prescribed drugs for purposes other than those for which they are intended.

(3) Notice of Conviction. An employee convicted of any criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs shall notify the Syringa Mountain School Director no later than five (5) days after such conviction. Within thirty (30) days after receiving notice of a conviction, Syringa Mountain School will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

(4) Disciplinary Action. Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge. Convictions of a criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs can result in disciplinary action up to and including discharge. In determining whether and to what extent an employee will be disciplined or discharged for the conviction of a criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs, the Board will consider the following factors: (A) the degree to which the nature of the criminal offense reduces Syringa Mountain School's ability to maintain a safe working environment; (B) the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; (C) the degree to which the conviction unreasonably undermines the public confidence in Syringa Mountain School's operations; (D) the nature of the criminal offense; (E) the nature of the employee's job with Syringa Mountain School; (F) the existence of any explanatory or mitigating facts or circumstances; (G) whether the employee promptly

reports the conviction; and (H) any other facts relevant to the employee, including but not limited to years of service and record of performance with Syringa Mountain School.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its Director, its authorized designee or other reliable information, reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated Syringa Mountain School's Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath, saliva, urine and/or blood sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Director.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and action will be taken to terminate the employee in accordance with Board policy and state law.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and state law.

Syringa Mountain School's Board and Director (or his/her authorized designee), are the only individuals authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two non-exclusive types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Case - Deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause.
2. Acute Case - Appearing in a specific incident or observation to then be under the present influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

- (1) Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs.
- (2) Apparent physical state of impairment of motor functions.
- (3) Marked changes in personal behavior not attributable to other factors.

- (4) Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
- (5) Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Syringa Mountain School property, or at school system-approved or school-related functions.

Prior to substance screening, employees must sign an acknowledgment that the summary result will be transmitted to the Director. Drug and/or alcohol screening shall be conducted by Board-approved, independent, certified laboratories utilizing recognized techniques and procedures, more specifically described in the Drug and Alcohol Abuse Testing Procedures contained in this policy. Any breath analysis test conducted under these Policies will be performed by a certified Breath Alcohol Technician.

Opportunity to Contest or Explain Test Results

Employees or job applicants who have a positive confirmed test result may explain or contest the result to the Director within five (5) working days after the Director or designee contacts the employee or job applicant and shows him/her the positive test result as it was received from the laboratory in writing.

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs will, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Director. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Director is to review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. The Director may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Director Resources more than one (1) time within a seventy-two (72) hour period.

Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this policy. Violation of this policy shall constitute grounds for immediate termination in accordance with Board policy and state law.

Inspections – Alcohol or Drugs Reasonably Suspected

Employees may be assigned Syringa Mountain School-owned (or leased) offices, vehicles, lockers, desks, cabinets, etc. for the mutual convenience of Syringa Mountain School and personnel. Employees have no expectation of privacy in any of these locations nor any personal belongings which they may place in such areas.

Whenever the Board or Director reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board or Director may search the employee, the employee's locker, desk or other Syringa Mountain School property under the control of the employee.

Whenever the Board reasonably suspects that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Syringa Mountain School premises, the Board or Director may inspect the employee, the employee's locker, desk or other Syringa Mountain School property under the control of the employee.

Inspections under this policy are limited to investigations into work-related misconduct and offenses. Any searches for law enforcement purposes must comply with all applicable state laws.

Refusal to Test

The following constitutes refusal to test:

1. Refusing to sign any of the following forms, to provide the following information, or to grant the following permission(s):
 - a. Statement that Syringa Mountain School provided the employee a copy of the alcohol and controlled substance testing procedures policy;
 - b. Statement that Syringa Mountain School explained to the employee the alcohol and controlled substance testing procedures and policy;
 - c. Agreement to be tested according to the alcohol and controlled substance testing procedures and policy;
 - d. Refusal to provide pre-employment history of alcohol misuse and controlled substance abuse; or
 - e. Failure to give permission to contact previous employers or approve the release of any alcohol and/or controlled substance test results involving said employee.

2. The following constitutes alcohol testing refusals:
 - a. Refusal by any employee to complete and sign the breath alcohol testing form;
 - b. Failure to provide adequate breath without a valid medical explanation in writing; or
 - c. Failure of employee to remain readily available for testing for eight (8) hours following an accident that requires testing.

3. The following constitutes controlled substance testing refusals:

- a. Failure to provide a urine sample within four (4) hours, without a valid medical explanation in writing;
- b. Conduct that clearly obstructs testing procedures; or

Syringa Mountain School Action Upon Violation of Policy

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. The fact that an employee has been referred for assistance and his/her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days after receiving notice of the conviction.

Should Syringa Mountain School employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Director shall notify the appropriate state or federal agency from which Syringa Mountain School receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

Legal Reference: Drug Free Workplace Act of 1988
I.C. 72-1701 through 72-1716

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5320F1

Drug and Alcohol Abuse Testing Acknowledgment

I have read and been informed about the content, procedures, and expectations of the Drug and Alcohol Abuse Testing Policy and Procedures. I have received a copy of the policy and procedures and agree to abide by the guidelines as a condition of employment and continuing employment by Syringa Mountain School.

I understand that if I have questions, at any time, regarding the Drug and Alcohol Abuse Testing Policy and Procedures, I will consult the Director or his/her designee.

I understand that refusal to sign this document constitutes a refusal to test and the Director will follow the Drug and Alcohol Abuse Testing Policy and Procedures regarding a refusal to test in accordance with Board policy and state law.

Employee Signature

Employee Printed Name

Date

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5330

Employee Electronic Mail and On-Line Services Usage

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

Because of the unique nature of e-mail/Internet, and because of Syringa Mountain School's desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

Syringa Mountain School e-mail and Internet systems are intended to be used for educational purposes only. No employee may use Syringa Mountain School's e-mail or Internet systems for the promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations or ballot issues, however, use for other informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered Syringa Mountain School records and should be transmitted only to individuals who have a need to receive them. Additionally, Syringa Mountain School records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of Syringa Mountain School. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or Syringa Mountain School policies, will result in disciplinary action, up to and including termination of employment.

While Syringa Mountain School does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. Syringa Mountain School owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for Syringa Mountain School. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Director.

Cross Reference: 5290 Political Activity-Staff Participation

Legal Reference: Idaho Constitution Article VIII, Section 2

Idaho Attorney General Opinion No. 95-07

Board of County Commissioners v. Idaho Health Facilities Authority, 96 Idaho 498 (1975)

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5335

Employee Use of Electronic Communications Devices - General

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

School-Issued Communications Devices

Communication devices issued by Syringa Mountain School may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's) or laptop computers with "beaming capabilities," citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.

Employees in receipt of school-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of Syringa Mountain School equipment, resulting in loss or damage may result in the employee having to reimburse Syringa Mountain School for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for Syringa Mountain School-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

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

Any Syringa Mountain School-issued equipment is to be surrendered back to Syringa Mountain School immediately upon request.

Personally-Owned Communications Devices

Employees may carry and use personally-owned cellular telephones, pagers/beepers, and PDA's or laptops with "beaming capabilities" during the school day on school property.

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

Cellular telephones and pagers/beepers/texting should not be used during the employee's normal duty times to send/receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Use of

cellular telephones or audible pagers/beepers/texting should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

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

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5340

Evaluation of Certificated Personnel

Syringa Mountain School has a firm commitment to performance evaluation of school personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving Syringa Mountain School goals. The procedures outlined in this document apply to certificated personnel, unless a negotiated procedure in a collective bargaining agreement provides otherwise.

Objectives and Criteria

The formal performance evaluation system is designed to:

- Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- Serve as a systematic guide for supervisors in planning each employee's further training.
- Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties.
- Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Director Responsibilities

The Director has the overall responsibility for the administration of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

- The distribution of proper forms in a timely manner.
- Ensuring completed forms are returned for file by a specified date.
- Reviewing forms for completeness.

- Identify discrepancies.
- Ensuring proper safeguard and filing of completed forms.

Immediate Supervisor Responsibilities

The Immediate Supervisor (Evaluator) is the employee's "evaluator" and has the responsibility for:

- Continuously observing and evaluating an employee's job performance.
- Holding periodic counseling sessions with each employee to discuss job performance.
- Completing Performance Evaluation Forms as required.

Procedures

Evaluation Form: The Immediate Supervisor will be completed an Evaluation Form for each certificated employee, except where excluded under this policy. A copy will be given to the employee. The original will be retained by the immediate supervisor. The Immediate Supervisor will review the Evaluation Form annually and revised as necessary to indicate any significant changes in duties and/or responsibilities. The Evaluation Form is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the immediate supervisor (evaluator) and the employee as to the job description and major performance objectives.

Periodic classroom observations will be included in the evaluation process.

Counseling Sessions: Counseling sessions between immediate supervisors and employees will be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how well or how badly he/she has performed to date. The employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not be limited to, the following: job responsibilities, performance of duties and attendance. The Immediate Supervisor will prepare and maintain a memorandum for record following each counseling session.

Category 1 Certificated Employees—Those certificated personnel hired on a limited one-year contract as provided in I.C. § 33-514A shall not be subject to the evaluation process.

Category 2 Certificated Employees—Syringa Mountain School shall evaluate a “category 2” certificated employee as defined in I.C. § 33-514 at least (2) times during the contract year, with the first evaluation to be completed before January 1 of each year.

Category 3 Certificated Employees—Syringa Mountain School shall evaluate a “category 3” certificated employee as defined in I.C. §33-514 at least two (2) times during the contract year, with the first evaluation to be completed before January 1 of

each year or prior to the beginning of the second semester of the school year, whichever is earlier.

Renewable Contract—Syringa Mountain School shall evaluate renewable contract employees, if any, as defined in I.C. § 33-515 at least once annually.

Meeting with the Employee

Each evaluation shall include a meeting with the affected employee. At the scheduled meeting with the employee, the Immediate Supervisor will:

- Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
- Allow the employee to make any written comments he/she desires. Inform the employee that he/she may turn in a written response within 7 days. Have employee sign the evaluation form indicating that he/she has been given a copy and initial after supervisor's comments.

Following the meeting, the supervisor will forward the original copy of the Evaluation Form in a sealed envelope, marked Personal-Evaluation Form, to the Director for review. The supervisor will also retain a copy of the completed form for the department and the employee.

Action

Should Syringa Mountain School, as a result of an evaluation, determine not to renew an individual's contract or to renew an individual's contract at a reduced rate, Syringa Mountain School will comply with the requirements and procedures established by State law.

Legal Reference: I.C. § 33-514 Issuance of Annual Contracts – Support programs –
Categories of Contracts – Optional Placement
I.C. § 33-514A Issuance of Limited contract
I.C. § 33-515 Issuance of Renewable Contracts
IDAPA 08.02.02.120 Local District Evaluation Policy

Policy History:

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Syringa Mountain School

PERSONNEL

5350

Certified Personnel Resignation (Release from Contract)

Applicants for teaching positions with Syringa Mountain School who are issued a contract and employees who are on contract should recognize that their contract with the Syringa Mountain School carries responsibilities. Certified personnel will generally be expected to fulfill the terms of their contract unless: (1) there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; or (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Director.

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 or if a replacement can be found to fill the position being vacated.

An 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 Syringa Mountain School office so that 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 offices will advise the person submitting the request that the administration will recommend to the Board that the request be denied. The Syringa Mountain School office 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 then 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 a suitable replacement is imminent. The person making the request will be advised of that action.)

A determination of availability of a suitable replacement will be made by the administration before recommendation will be made to the Board that the employee be released from contract. If, in the judgment of the administration, there is not a suitable replacement, recommendation will be made that the Board NOT release the employee from contract.

Should any certificated employee desire release from his/her contract after the first day of July, the board of trustees may at its discretion request a hearing before the professional standards commission, alleging that the certificated employee is guilty of unethical and unprofessional practice.

Classified Personnel

Classified Employees not under contract are expected to give due written notice that will permit the Syringa Mountain School to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations must be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5370

Non-school Employment by Professional Staff Members

The outside work or self-employment by a staff member is of concern to the Board insofar as it may:

- Prevent the employee from performing assigned responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the Syringa Mountain School.
- Raise a question of conflict of interest – for example, where the employee's position in the Syringa Mountain School permits access to information or other advantage useful to the outside employer.

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

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

Except by prior written authorization from the Director:

- School buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the Syringa Mountain School.
- A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's own classes with the exception of music students.

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5400

Leaves of Absence

Sick Leave

Sick leave: means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family.

Immediate family: means the employees spouse and children residing in the employee's household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by Syringa Mountain School in accordance with this policy and the needs of Syringa Mountain School.

Classified employees shall be granted sick leave and other leaves in accordance with State law. Each employee shall be granted one (1) day of sick leave for each month of service, equating nine (9) days per school year. Syringa Mountain School, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Non Classified employees shall receive sick days calculated on a prorated basis.

Syringa Mountain School shall not be provide compensation for unused sick leave.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

Accumulation of unused sick leave

Employees may accumulate up to ninety (90) days of unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by Syringa Mountain School to the public employee retirement system.

Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. The Director shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five (5) days must be approved by the Board. Such leave shall not exceed ten (10) days, unless prescribed by a physician.

Personal and Emergency Leave

Upon recommendation of the Director, and in accordance with law and Syringa Mountain School policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by Syringa Mountain School, the leave approval will so state;

2. Leave will only be granted in units of half or full days.
3. Notice of at least one (1) week is required for any personal leave of less than one (1) week. Notice of one (1) month is required for any personal leave exceeding one (1) week.
4. The Director, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave. During any personal leave of greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay Syringa Mountain School's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

Legal Reference:42 USC 2000e	Equal Employment Opportunities
I.C. § 33-1216 et seq.	Sick and other leave
I.C. § 33-1228	Severance allowance at retirement

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5410

Family and Medical Leave

Eligibility

If the employee has worked for Syringa Mountain School for a minimum of 12 months and 1,250 hours in the past 12 months, and meets all eligibility requirements of the Family Medical Leave Act, the employee is eligible for family and medical leave pursuant to the Family and Medical Leave Act (P.L. 103-3) FMLA.

Leave Year Calculation

Syringa Mountainn School uses the "rolling" 12-month period method to calculate the employee's leave year. That means that the first time the employee takes FMLA leave, the employee's leave year begins. Thereafter, each time the employee requests additional FMLA leave, Syringa Mountain School will look backward 12 months and determine how much FMLA leave has been used during that time and how much FMLA leave remains.

Leave Availability

Family and Medical Leave is available for the following:

- a. The birth and first year care of the employee's child;
- b. The placement of a child with the employee for adoption or foster care;
- c. The care of the employee's spouse, son or daughter, or parent who has a serious health condition; or
- d. A serious health condition that makes the employee unable to perform his/her job.

Exhaust Paid Leave

Accumulated paid leave (such as sick leave, personal leave, etc.) shall be exhausted prior to the employee being placed on unpaid leave status and shall be counted as a part of the 12 weeks of leave.

Notice and Medical Certification

The employee is required to provide:

- a. 30 days advance written notice, when the leave is foreseeable; and
- b. Medical certification of a serious health condition and of fitness to return to work, when requested.

Syringa Mountain School may require, at the school's expense, second or third opinions for a medical certification or a fitness for duty report.

General Implementation

1. The provisions of the Family and Medical Leave Act will control intermittent or reduced leaves.
2. If both spouses are employed by Syringa Mountain School they together may take only 12 weeks for Family and Medical Leave when the reason for the leave is 1a or 1b above, or to care for a sick parent.
3. During a Family and Medical Leave employees are entitled to continuation of health benefits that would have been provided if they were working.
4. An employee returning to work from a Family and Medical Leave will be given an equivalent position to his/her position before the leave, subject to Syringa Mountain School's return-to-work policies and practices
5. Employees, supervisors and building administrators will forward requests, forms and other material to payroll to facilitate proper record keeping.
6. The period during the summer vacation or other scheduled breaks (i.e., Christmas) an employee would not have been required to work will not count against that employee's FMLA leave entitlement.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act--

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5412

Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and Syringa Mountain School 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 Director as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for Syringa Mountain School, 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 work day.

Jury duty leave is paid for up to ten (10) work days. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave.

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5413

Witness for Court Appearance Leave

Syringa Mountain School employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day of days required for their appearance as a witness. Employees are required to receive prior approval of the Director and their immediate supervisor (maintenance, school lunch, bus supervisor). The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the Director as soon as reasonably possible after having received a/the subpoena.

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5420

Long-Term Illness/Temporary Disability/Maternity Leave

Employees may use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required at the Board's discretion.

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.

Leave without pay arising out of any long-term illness or temporary disability, including pregnancy, miscarriage, childbirth and recovery therefrom, shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness or temporary disability plans in the event of maternity leave, shall apply under the same conditions as other long-term illness or temporary disability leaves.

The Director shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Idaho.

Legal Reference: Pregnancy Discrimination Act

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5420P

Procedures: Long-Term Illness/Temporary Disability/Maternity Leave

The following procedures will be used when an employee has a long-term illness or temporary disability, including maternity.

1. When any illness or temporarily disabling condition is “prolonged”, an employee will be asked by the administration to produce a written statement from a physician stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.
2. Maternity leave will be treated as any other disability. Generally, unless mandated otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling condition, maternity leave is not available to fathers.
3. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability will vary according to different conditions, individual needs and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician unless complications develop which are further certified by a physician.

Procedure History:

Promulgated on: May 1, 2014

Revised on: January 18,
2016

Syringa Mountain School

PERSONNEL

5430

Insurance Benefits for Employees

Newly hired certificated employees will be eligible for insurance benefits offered by Syringa Mountain School consistent with the terms of the current collective bargaining agreement, if applicable.

Classified employees who work thirty (30) hours or more per week shall be entitled to the same group health insurance benefits as applicable to certificated personnel.

Board of Directors will not be allowed to participate in Syringa Mountain School's group health insurance program.

Legal Reference: I.C. § 33-517A School districts – Non-certificated employees – Group

I.C. § 67-5763 health insurance
Governmental body authorized to make contracts for group insurance for officers and employees

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5440

School Holidays

Syringa Mountain School designates the following days as school holidays:

- 1.New Year's Day;
- 2.Memorial Day;
- 3.Independence Day;
- 4.Thanksgiving Day;
- 5.Christmas Day.

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Legal Reference:I.C. § 33-512 Governance of schools
I.C. § 73-108 Holidays enumerated

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syrinag Mountain School

PERSONNEL

5450

Personal Leave

12-month classified and administrative employees shall be entitled to two (2) personal leave days per school year.

Personal leave does not accumulate, it must be used during that year in which it is earned.

Prior approval by the administration must be given before vacation leave is taken.

Upon termination of employment, employees will not be paid for unused personal leave.

Nothing in this policy guarantees approval of the granting of specific days as annual personal leave in any instance. Each request will be judged by Syringa Mountain School in accordance with staffing needs.

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5460

Workers' Compensation Benefits - General

All employees of Syringa Mountain School are covered by Workers' Compensation benefits; an employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits.

Accident Response and Reporting

In the event of an industrial accident, an employee should:

1. attend to first aid and/or medical treatment if emergency prevails;
2. correct, or report as needing correction, the hazardous situation as soon as possible after the emergency is stabilized;
3. report the injury or disabling condition (whether actual or possible) to the immediate supervisor within forty-eight (48) hours; and
4. call or visit the administrative office after medical treatment if needed to complete the necessary report of accident and injury.

The Director shall notify the immediate supervisor of the report, and shall include the immediate supervisor in completing the any and all reporting as required.

Investigation into Accident

Syringa Mountain School will not automatically and simply defer to a report of industrial accident. Syringa Mountain School shall investigate as it deems appropriate to determine (1) whether continuing hazardous conditions exist that need to be eliminated, and (2) whether in fact an accident attributable to Syringa Mountain School's working environment did occur as reported. Syringa Mountain School may require the employee to authorize the employee's physician to release pertinent medical information to Syringa Mountain School or to a physician of Syringa Mountain School's choice, should an actual claim be filed against the Workers' Compensation Division which could result in additional fees levied against Syringa Mountain School.

Legal Reference: I.C. § 72-101, et seq. Workers' Compensation Act

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5470

Leaves of Absence - Military Leave

General Policy

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

Notice to Syringa Mountain School

All employees should provide either written or oral notice of upcoming military training to Syringa Mountain School 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 Director. Notice shall include date of departure and date of return for purposes of military training ninety (90) days prior to the date of departure or, if the departure and/or return date are unknown (90) days prior to departure, as soon after the employee is notified of such duty as is reasonably practical.

Military Leave for Training or Short Term Duty

Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary, seniority or efficiency rating during the first fifteen (15) days of such absence in any calendar year. Leave will be without loss of benefits.

Completion of Military Training

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

Benefits for Uniformed Service Personnel On Active Duty - Salary

Syringa Mountain School will not pay an employee's salary while the employee is on active military duty.

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 military service for 90 days or fewer. If the employee has been absent for military service for 91 days or more, Syringa Mountain School may elect to

delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance

Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 180 days, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through Syringa Mountain School for up to 24 months after the military leave begins or for the period of military service, whichever is shorter. Syringa Mountain School's obligation to provide health benefits ends once an employee's military leave exceeds 24 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had he or she not been absent for military service.

Reporting to Syringa Mountain School Once Military Leave is Complete

The standard military service length and reporting times are:

- *1 to 30 days of military service:* employee reports to Syringa Mountain School by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of military service.
- *31 to 180 days of military service:* employee must submit an application for reemployment no later than 14 days after completion of service in the armed forces. If the 14th day falls on a day when Syringa Mountain School's offices are not open or available to accept a reemployment application, the time extends to the next business day.
- *181 days or more of military service:* employee must submit an application for reemployment no later than 90 days after completion of military service. If the 90th day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.
- *Cases of disability:* employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two 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 conditions that disqualify an employee from exercising his or her right to reemployment after military service:

- A dishonorable or bad conduct discharge
- Separation from the service under "other than honorable conditions"
- A commissioned officer's dismissal via court martial or by order of the President

- When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment

After an employee has been absent for 31 days or more of military service, Syringa Mountain School may ask the employee or the employee's military unit for documentation showing that:

- The employee submitted a timely application for reemployment;
- The employee's length of military service has not exceeded the five-year limitation; and
- 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, Syringa Mountain School will make reasonable efforts to accommodate the disability

Legal Reference: I.C. § 46-407 Militia and Military Affairs / Reemployment Rights
I.C. § 46-224 Militia and Military Affairs / Entitled to Restoration of
Position After Leave of Absence for Military Training
I.C. § 46-225 Militia and Military Affairs / Vacation, Sick Leave,
Bonus and Advancement Unaffected by Leave
USERRA, Title 38, Part 3, Chapter 43 U.S. Code

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5500

Personnel Files - General

Syringa Mountain School 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 Director, the employee, the employee's designee or representative.

Syringa Mountain School shall keep a log of those persons, other than the Director or other administrative staff, indicating the date and time of inspection, name of person requesting access, description of the records copies, if any, and the initials of the person providing the access and/or copies requested records.

Release of Records – Professional Qualifications and Degrees

In accordance with federal law, Syringa Mountain School shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of Syringa Mountain School employees is governed by Policy 4340.

Files for Certificated Employees

Syringa Mountain School may maintain the following files for employees:

- 1.Syringa Mountain School File (Official); and
- 2.Building File

An employee's Official File shall be kept in the administrative office and should contain the following records:

- 1.application materials;
- 2.contracts of employment; and
- 3.communications from the administration

An employee's Building File may contain performance evaluations, notes and observations. Letters of recommendation will not be kept in employee personnel files, but will be kept in a separate file maintained by the Director. Personal notes of supervisors need not be placed in the Building File, but may be maintained in the supervisor's own file(s).

Syringa Mountain School will provide each certificated employee written notice of all materials placed in their personnel file. Notice shall be provided within ten (10) days of

placement of information in the employee's file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have ten (10) days (from the date written notice of placement) to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file and will be provided copies, upon request within a reasonable period of time.

Classified Employees

Prior to the placement of any information in the personnel file of a classified employee, the employee shall review and sign any records made to his/her personnel file. Should an employee refuse to sign any entry or record in her/her personnel file, a notation shall be placed in the file documenting such refusal. A classified employee cannot prevent the placement of information in his/her file by refusing to sign any document.

Record Keeping Requirements Under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth above, Syringa Mountain School shall keep any and all payroll information required by the Fair Labor Standards Act for each employee as follows:

1. Records required for ALL employees:
 - a. Name in full (same name as used for Social Security);
 - b. Employee's home address, including zip code;
 - c. Date of birth if under the age of 19;
 - d. Sex (may be indicated with Male/Female, M/F, Mr./Mrs./Miss);
 - e. Time of day and day of week on which the employee's work week begins;
 - f. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
 - g. Any payment made which is not counted as part of the "regular rate";
 - h. Total wages paid each pay period.

2. Additional records required for non-exempt employees:
 - A. Regular hourly rate of pay during any week when overtime is worked;
 - B. Hours worked in any work day (consecutive twenty-four-(24)-hour period);
 - C. Hours worked in any work week (or work period in case of 207[k]);
 - D. Total daily or weekly straight-time earnings (including payment for hours in excess of forty (40) per week, but excluding premium pay for overtime);
 - E. Total overtime premium pay for a work week;
 - F. Date of payment and the pay period covered;
 - G. Total deductions from or additions to wages each pay period;
 - H. Itemization of dates, amounts and reason for the deduction or addition, maintained on an individual basis for each employee;
 - I. Number of hours of compensatory time earned each pay period;
 - J. Number of hours of compensatory time used each pay period;

- K. Number of hours of compensatory time compensated in cash, the total amount paid and the dates of such payments; and
- L. The collective bargaining agreements which discuss compensatory time, or written understandings with individual non-union employees.

Access to information contained in the personnel records of Syringa Mountain School employees is governed by Policy 4130.

Cross Reference: 4130 Public Access to Charter School Records

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act
 I.C. § 33-517 Noncertificated Personnel
 I.C. § 33-518 Employee personnel files

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5600

Staff Health

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

Physical Examinations – When Required

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, Syringa Mountain School may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. Syringa Mountain School may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a thirty-(30)-day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time or temporary part-time drivers, shall be required to have a satisfactory medical examination prior to employment.

Contagious or Infectious Diseases – Reporting and Leave if Infectious

If a staff person has a contagious or infectious disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the school nurse or other responsible person designated by Syringa Mountain School that he has a contagious or infectious disease which could be life threatening to an immune compromised person. The school nurse or other designated person must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and safety.

An employee with a contagious or infectious disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a contagious or infectious disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the

health of others. Syringa Mountain School reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

Confidentiality

In all instances, Syringa Mountain School personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Syringa Mountain School shall collect and maintain any information obtained regarding the medical condition or history of any employee on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for determining work place accommodation for the staff person) will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

Legal Reference: 29 U.S.C. 794, Section 504 of the Rehabilitation Act
29 CFR, Section 1630.14(c)(1)(2)(3)
41 U.S.C. 12101, et seq. Americans with Disabilities Act

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5610

Prevention of Disease Transmission

All Syringa Mountain School personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The Administration shall distribute the procedures to all staff, and training on the procedures shall occur on a regular basis. Syringa Mountain School shall make training and appropriate supplies available to all personnel, including those involved in transportation and custodial services.

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5700

Substitute Teachers

Substitute Teacher: is defined in I.C. § 33-512(15) as any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during a school year.

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five (5) years.

The Director or Designee shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute.

The Board annually establishes a daily rate of pay for substitute teachers.

No fringe benefits are given to substitute teachers.

Substitutes for classified positions will be paid by the hour.

Cross Reference: 5110 Criminal History / Background Checks

Legal Reference: I.C. § 33-130 Criminal history checks for school district employees
or applicants for certificates
I.C. § 33-512(15) Governance of schools

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5710

Teachers' Aides/Paraeducators

Teachers' aides/paraeducators, as defined in the appropriate job descriptions, are under the supervision of a Director and a teacher to whom the Director may have delegated responsibility for close direction. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of "limited instructional duties."

Paraeducators are employed by Syringa Mountain School mainly to assist the teacher. A paraeducator is under the direction of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties, that are newly hired in a Title I school-wide program, to have:

1. Completed at least two (2) years of study at an institution of higher education;
2. Obtained an Associate's or higher degree; or
3. Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

It is the responsibility of each Director and teacher to provide adequate training for a paraeducator. This training should take into account the unique situations in which a paraeducator works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the paraeducator to assist in reading, writing, and mathematics instruction.

The Director shall develop and implement procedures for an annual evaluation of teachers' aides/paraeducators. Evaluation results shall be a factor in future employment decisions.

Legal Reference: Public Law 107-110, No Child Left Behind Act of 2001

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5720

Volunteers / Contractors – General

Syringa Mountain School recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

1. has not entered into an express or implied compensation agreement with Syringa Mountain School.
2. is excluded from the definition of “employee” under the appropriate state and federal statutes;
3. may be paid expenses, reasonable benefits and/or nominal fees in some situations; and
4. is not employed by Syringa Mountain School in the same or similar capacity for which he/she is volunteering.

Employee Supervision of Volunteers

Syringa Mountain School employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

Contractors

In order to maintain a safe environment for the students of Syringa Mountain School, the names of all contractors (including subcontractors) who perform work on school property will be provided to Syringa Mountain School in advance of performing work on school property. Syringa Mountain School will check the names of contractors against the statewide sex offender register and any contractor who is listed on such registry will not be allowed to perform work on school property.

Cross Reference: 5110 Fingerprints and Criminal Background Investigations
4600 Volunteer Assistance
4420 Sex Offenders

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

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5725

Private Service Providers/Consultants

Syringa Mountain School encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of Syringa Mountain School. Syringa Mountain School, through the Director as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to students.

Services provided by a private service provider/consultant (hereinafter referred to as "PSP"), and the frequency and duration of such services, shall be pursuant to the terms of the contract between the PSP and Syringa Mountain School. Any contract Syringa Mountain School enters into with the PSP shall provide the responsibility for eligibility determination, choice of educational methodology, and other determinations of educational services and programs which shall be retained at all times by Syringa Mountain School.

Prior to being hired, the PSP shall undergo a background check the same as any new employee or volunteer of Syringa Mountain School. The same requirements shall apply to the PSP.

The Director or designee shall conduct periodic reviews of the services of the PSP. The Board may request that the Director provide the Board with the review findings of the PSP.

Consultants shall exercise no authority over the work of Syringa Mountain School employees, but shall act only as advisors in those fields in which they are qualified to offer assistance and for which they are employed.

Compensation

PSP compensation shall be approved by the Board prior to invitation and arrangement for visitation by such person or persons to Syringa Mountain School except when such compensation is within the amount specifically budgeted. If reimbursement is obtained through Medicaid, the PSP shall agree in the contract that those services will not exceed the approved Medicaid rate.

All consultants shall be hired based on a written contract which shall not exceed twelve (12) months.

Confidentiality

The PSP shall at all times maintain confidentiality pursuant to the Family Educational Records and Privacy Act (FERPA) of all records of services, including, but not limited to,

identifying information regarding the student and services, observations, evaluations and/or assessments.

Definition

Private service provider or consultant means a person, group, agency or organization that meets the following conditions:

- a. Is not an employee of Syringa Mountain School or a public agency with legal jurisdiction over the circumstances related to the provider/consultant's involvement with the student; and
- b. Is paid for services provided to the student.

Examples of private service providers include: psychologist, counselor, targeted service provider, behavioral therapist, speech therapist, occupational therapist, physical therapist, social worker, psychosocial rehabilitation specialist, etc.

Examples of consultants include: attorney, auditor, architect, agents of record and others with technical skills or professional training.

Cross Reference: 4600 Volunteer Assistance
4420 Sex Offenders
5110 Fingerprints and Criminal Background Investigations
5720 Volunteers / Contractors

Legal Reference: I.C. § 33-512 Governance of schools
Family Education Records and Privacy Act

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5730

VOLUNTEER -- AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I, _____, am seeking a volunteer assignment with Syringa Mountain School. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in Syringa Mountain School. I hereby expressly and voluntarily give Syringa Mountain School the right to make a thorough investigation of my past employment, education, and activities. I understand that Syringa Mountain School reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

This document is effective until revoked in writing by me.

SIGNATURE

DATE

Print Full Name: _____

Print Full Address: _____

Birth Date:		Social Security Number:	
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STATE OF IDAHO)

: ss.

County of _____)

On this _____ day of _____, 20____, before me, a notary public of the State of Idaho, personally appeared _____, known to me to be the person named in the foregoing Release, and acknowledged to me that _____ executed the same as _____ free act and deed, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

Notary Public, State of Idaho
County of _____
My commission expires _____

Syringa Mountain School

PERSONNEL

5740

Reduction in Force

The Board has the exclusive authority to determine the appropriate number of employees. A reduction of certified employees may occur for reasons including, but not limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the Board.

Generally, the reduction in certified employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the Board may terminate certified employees.

The Board shall consider performance evaluations, staff needs and other reasons deemed relevant by the Board in order to determine the order of dismissal if it reduces classified staff or discontinues some type of educational service.

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5800

Classified Employment and Assignment

Classified employees are those noncertificated employees who are employed by Syringa Mountain School or personnel hired in positions which do not require certification.

With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law). Such at-will designation will be included in all job descriptions as mandated by I.C. § 33-517 and in written contracts, should the same be implemented by Syringa Mountain School. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written contract shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of Syringa Mountain School so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by Syringa Mountain School. Syringa Mountain School reserves the right to change employment conditions affecting the employee’s duties, assignment, supervisor or grade.

The Board shall determine the salary and wages for classified personnel.

The grievance procedure for classified employees shall be the procedure set forth in I.C. § 33-517. Classified employees may file a written grievance alleging unfair treatment or a violation of Syringa Mountain School policy. However, neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

Cross Reference:

Legal Reference: I.C. § 33-517 Noncertificated personnel

I.C. § 33-1201 Certificate required

Metcalf v. Intermountain Gas Co., 116 Idaho 622 (1989)

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5810

Compensatory Time and Overtime/Classified Employees

Classified employees who work more than forty (40) hours in a given work week may receive overtime pay of one and one-half (1 1/2) times the normal hourly rate unless Syringa Mountain School and the employee agree to the provisions of compensation time at a rate of one and one-half (1 1/2) times all hours worked in excess of forty (40) hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Director, except as the Director shall otherwise prescribe.

A classified employee may not volunteer work time in an assignment similar to his or her regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Legal Reference: 29 USC 201, et seq. Fair Labor Standards Act

Policy History:

Adopted on: may 1, 2014

Revised on: January 18, 2016

Syringa Mountain School

PERSONNEL

5820

Evaluation of Non-Certified Staff

Each non-certified staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process shall include scheduled evaluations on forms applicable to the job classification and description, and day-to-day appraisals.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Director. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Director. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

Legal Reference: I.C. § 33-517 Noncertificated Personnel
I.C. § 33-518 Employee Personnel Files

Policy History:

Adopted on: May 1, 2014

Revised on: January 18, 2016

Policy Title: Employment Practices	Adoption Date May 1, 2014
Hiring Practices	Policy Number 5830

The Board of Directors retains for itself final responsibility for the hiring of employees, following recommendations provided by the Director/Superintendent.

In order to establish the Boards' continuing commitment to equal educational opportunity and quality educational programming, the Board supports the following series of policy statements:

- (1) It shall be the policy of the Board of Directors to actively recruit, select, and retain the highest caliber of personnel within each job category maintained in Syringa Mountain School.
- (2) It shall be the policy of the Board of Directors to appoint personnel upon the recommendation of the Director/Superintendent following administrative adherence to equal employment opportunity laws and School procedures.
- (3) It shall be the policy of the Board of Directors to actively seek to attain a representative work force in all personnel categories as a definitive and positive commitment to equal educational opportunity.
- (4) It shall be the policy of the Board to empower the Director/Superintendent to approve recommendations to hire and terminate all non-certificated personnel.

PROCEDURE District Hiring Practices Hiring Procedure	Adopted: May 1, 2014
	Policy Reference 5830

Whereas when the job vacancy is that of Superintendent, the Board of Trustees shall fulfill the functions otherwise specified herein as a responsibility of the Superintendent. All other job vacancies will be filled according to the following procedure.

INITIAL APPLICATION SCREENING

- (1) Initial screening of applications will be conducted for minimum job qualifications, which will consist of reviewing applicants' files to determine whether each applicant has submitted a complete application, meets the minimum qualifications for the position as stated in the job announcement/description, and completed their application within the time period stated in the job announcement.
- (2) All applicants who meet the minimum job qualifications will be forwarded to and reviewed by the Director/Superintendent charged with hiring after the application deadline passes for the advertised position.
 - (a) If the job has been advertised as "Open Until Filled", applications will be screened for minimum job qualifications on a frequent basis by the Director/Superintendent commencing upon the advertisement of the job.
 - (b) If desired, the Director/superintendent may request applications to be forwarded to interview/selection committee members for consideration and review.

ADMINISTRATOR/DIRECTOR RESPONSIBILITIES

- (1) The Director/Superintendent will review and score/rate all candidates from the applicant pool specific to each position to determine who shall be interviewed. Application screening criteria is generally determined using the position job description.
- (2) The Director/Superintendent shall interview a minimum of three (3) candidates, if at least three (3) candidates applied.
- (3) Those candidates selected for interviews will be invited to visit the School at their own expense, unless otherwise directed by the Director/Superintendent.

PROCEDURE District Hiring Practices Hiring Procedure	Adopted May 1, 2014
	Policy Reference 5830

- (4) The scored/rated applicant pool shall be signed and submitted to the Department of Human Resources or Board and kept on file for a period of two (2) years.
- (5) Director/Superintendent shall not meet informally with any candidates.
- (6) The Director/Superintendent shall personally participate in the interview process of candidates.

USE OF INTERVIEW COMMITTEES

- (1) At the discretion of the Director/Superintendent, personnel interview committees may be established for the purpose of providing input to the Director/Superintendent regarding the candidates.
- (2) Committee members are volunteers and shall not be paid for their service. All committees should be as comprehensive as possible and the Director/Superintendent MUST sit on the committee.
- (3) The Director/Superintendent shall screen the candidates and provide the selection committee with a minimum of three (3) applicants to interview, if at least three (3) candidates applied.
- (4) Committee members shall receive instruction to familiarize them with Equal Employment Opportunity laws and regulations and shall adhere to these guidelines in carrying out their responsibilities.
- (5) Selection committee members are required to be confidential regarding the applicant information and committee process. Members are encouraged to provide feedback to the Director/Superintendent.
- (6) It is the responsibility of any selection committee member to notify the Director/Superintendent of any situation which may be perceived as a personal conflict of interest. Should there be any question as to whether the committee member should continue to serve; the committee member shall be excused from service.
- (7) Committee members shall not meet informally with any candidates.
- (8) The Director/Superintendent shall be solely responsible to make the final decision and recommendation for hire to the Superintendent or Board of Trustees.

PROCEDURE District Hiring Practices Hiring Procedure	Adopted May 1, 2014
	Policy Reference 5830

INTERVIEWS

- (1) The Director/Superintendent will develop a set of predetermined, job-related questions, which adhere to Equal Employment Opportunity laws and regulations. All applicants interviewed for a specific job will be asked the same set of questions.
- (2) Interviewer(s) shall not meet informally with finalists.
- (3) All attempts will be made to interview candidates in person. Technology that allows for face-to-face interviews or telephone interviews may be considered based on situational circumstance.
- (4) The Superintendent may interview the finalists for the position.

REFERENCE CHECKS

- (1) References will be thoroughly checked by the Director/superintendent. The use of names provided by the candidates is discouraged, as seeking out unlisted references with knowledge of the individual is much more effective.
- (2) A minimum of three (3) references will be checked prior to submitting an 'Intent to Offer.

JOB OFFERS

- (1) Once the 'Intent to Offer" is submitted to the Superintendent/Board, the Director/Superintendent may proceed with a job offer to the candidate. All offers of employment shall be subject to the following:
 - a. Approval by the Superintendent.
 - b. Formal Board action.
 - c. Evidence of, or the ability to, obtain a valid Idaho Teaching Certificate (Certified Staff) and/or meet any minimum job qualifications.
 - d. Proof of identity and lawful authorization to work in the United States.
 - e. Completed criminal background check.

PROCEDURE District Hiring Practices Hiring Procedure	Adopted May 1, 2014
	Policy Reference 5830

(2) Candidates who were interviewed but did not receive a job offer will be contacted by the Director/ Superintendent immediately following a job offer acceptance. The Director/Superintendent will notify all applicants in writing who were not selected for the job.

Policy Title: Employee Compensation	Adopted: May 1, 2014
Retirement	Policy Number 5840

All School employees working in excess of twenty (20) hours per week shall be required to belong to the Public Employee Retirement System of Idaho.

Policy Title: Professional Conduct	Adopted: May 1, 2014
Professional Appearance	Policy Number 5850

Employees contribute to the feeling and reputation of Syringa Mountain School in the way they present themselves. A professional appearance is essential to a favorable impression with students, parents, and patrons. Good grooming and appropriate dress reflect employee pride, inspires confidence, and brings respect to the educational profession.

This is intended to be a reasonable standard of dress and not an exhaustive list. Some basic essentials of appropriate dress include the wearing of shoes and the need for clothing to be neat and clean. Employees shall refrain from any extreme in dress, accessories, or fragrances. Clothing must be without holes or frays and must not show any underwear, cleavage, or midriff. Wearing of short pants and hats are inappropriate for the workplace unless required for a specific assignment, medical purposes, or religious purposes.

Administration may make exceptions for special occasions. An employee unsure of what is appropriate should check with the Director or Supervisor.