

# **Certified/Classified Employee's Handbook**

## **Oneida School District**

### **Equal Employment**

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the [district] office for additional information and/or compliance issues:

Title VI, VII: Rich Moore

Title IX: Lyndsie Thomas

Mission Statement: To provide opportunities to ensure success for every student while in school and readiness for success in an ever-changing world.

Vision Statement: Through a team effort, our schools, families, and community will prepare students for a successful future. Students will learn to be responsible, productive citizens in a safe, sharing, and caring environment.

Core Purpose: We will maximize the learning potential of all students in a safe, nurturing environment.

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The Oneida Education Association is the bargaining unit for all certified staff. Association representative:

Randy Willie: President

Oneida Education Foundation is to encourage business and community involvement in our schools and to actively seek supplemental resources to assure success for every student in the Oneida County School District. Employees are encouraged to support this organization through payroll deductions. For more information please contact: Gloria Jean Thomas (Chair)

### **BOARD MEMBERS**

The Legislature of the State of Idaho delegates to the Board responsibility for the conduct and governance of district schools. Board members as elected in this district are as follows:

Kirk Willey ( Chair )  
Brandon Ward (Vice Chair )  
Tresie Carter  
Brent Evanson  
Jared Simpson

**Purpose and Disclaimer Statement:** this handbook is to be used for reference and guidance for all Oneida School District Employees. It is not to viewed as a contractual agreement with any employee or employee group.

## **BOARD MEETINGS/COMMUNICATIONS**

### Regular Meetings

Unless otherwise specified, all meetings will be held in the Oneida School District Board room located at the second floor of US Bank – 25 E. 50 S. Malad. Regular meetings shall be held at 6:30 p.m. on the 3<sup>rd</sup> Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in the Board Room or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

## **COMMUNITY USE OF BUILDING**

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Contact the District office for more information. There may be a charge for facility use to cover costs associated with that use.

## **DISTRICT OFFICE HOURS**

The District Office is open between the hours of 8:00 AM to 4:00 PM - Monday through Thursday during the school year. During summer months it is open Monday through Thursday from 8:00 to 2:00.

## **STAFF OPERATIONS**

### **ABSENCES**

#### **Sick Leave**

Certified employees shall be granted sick leave according to the terms of the current collective bargaining agreement.

Classified employees shall be granted sick leave benefits in accordance state and district rule. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family.

#### **Family and Medical Leave Act (FMLA)**

##### Eligibility

Employees are eligible if they have worked for the District for at least one (1) year,

##### Length/Purpose of Leave

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

##### Service member Family Leave

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

#### **Personal and Emergency Leave**

Teachers may be granted personal and other types of leave according to the terms of the current collective bargaining agreement.

## **CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video/ technology equipment, and musical instruments are priority items for theft and damage.

Certain district owned equipment (including computers) may be checked out by staff. Such equipment may not be used for personal financial gain.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the [building principal].

## **CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the [office] whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds [\$25]. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected, with appropriate school officials.

## **CHILD ABUSE REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The [building principal] is also to be immediately informed.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

## **CLASSROOM SECURITY**

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, employees are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Idaho State Health Department and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

## **COMPLAINTS**

### **Student/Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others. If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1401 and 5730 [and applicable provisions of current negotiated agreements].

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy regarding the handling of complaints.

### **Staff Complaints**

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the [building principal] [immediate supervisor] for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement. (Refer to Policy: 1401 and 5730)

## **CONTRACTS AND COMPENSATION**

Contracts for [certified and classified] staff members will be initiated for all employees when hired.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of current negotiated agreement.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the district and current negotiated agreement.

## **COPYRIGHT**

### **Authorized Reproduction and Use of Copyrighted Material in Print**

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted. Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per student, for classroom use if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

#### **1. Brevity:**

- a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
- b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)

c. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose, or poetic prose.

2. Spontaneity: Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

3. Cumulative Effect: Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term.

Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a "higher authority," and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

#### Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work which is in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print.”

#### Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting.

The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

#### Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and

retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the *[principal, teacher or teacher librarian – choose all that apply or add others]* or the subscription database, e.g. united streaming. 32

## USE OF INFORMATION RESOURCES REGULATION

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

### Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the, *[board secretary, technology director or teacher-librarian - choose all that apply or add others]*; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

## Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

## USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

As Employees of the Oneida School District it is your professional responsibility to be familiar with and be in compliance with copyright law. Violation of said law may result in legal consequences as well as corrective action up to and including termination.

## **CONFERENCES**

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled [each fall and spring]. [The student may be included if the teacher or parent so desires.]

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to finalizing hire or appointment by the Board. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- \* A certified teacher seeking full- or part-time employment within the district;
- \* An educational support personnel employee seeking full- or part-time employment within the district;
- \* An employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
- \* Volunteers assigned within the district (special situations may have exemption)
- \* Substitute teachers

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

## **CURRICULUM**

Our teachers are hired to teach and have students learn our curriculum. The Board approves all curriculum. This curriculum is in alignment to the common core.

In a study or discussion of controversial issues or materials, the Board directs the teaching staff to take into account the following criteria:

1. Material is age appropriate

2. District philosophy of education
3. Community standards, morals, and values (This may require notice and providing study options for students whose parents did not give approval for the study of a given discussion topic of book.)
4. Necessity for a balanced presentation
5. Necessity to seek administrative counsel and guidance in such matters

## **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law. Also see section: Evaluation of Staff.

## **DRUG-FREE WORKPLACE**

No staff member engaged in work in connection with a direct federal grant or contract shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member engaged in work related to a district federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

## **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with an electronic copy of the district’s emergency procedures plan detailed staff responsibilities in the event of such emergencies as [disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property].

Copies of the emergency procedures plan will be available in the [office] and other strategic locations throughout the building.

## **EVALUATION OF STAFF**

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline.

Non-tenured certified staff will be formally evaluated at twice per year. Tenured certified will be evaluated at least once per year.

Classified staff will be formally evaluated at least a year.

The Oneida School District uses the Charlotte Danielson's Framework for Teaching. It is designed for continuous professional growth. An overview of the Framework follows:

### Structure of the Framework for Teaching

There are five domains found in the rubric:

- A. Planning and Preparation
- B. Classroom Environment
- C. Instruction
- D. Professional Responsibilities
- E. Student Achievement

The rubrics use a four-level rating scale with the following labels:

- 4 – Distinguished
- 3 – Proficient
- 2 – Basic
- 1 – Unsatisfactory

### Philosophy of the Danielson's Framework for Teaching Evaluation Instrument:

The purpose of these rubrics is to promote professional feedback and allow for continuous improvement and become more effective in the profession. The rubrics are designed to give teachers an end-of-the-year feedback regarding performance and detailed guidance on how to improve. To knowledgeably fill out the rubrics, principals need to have been in classrooms frequently throughout the year.

The teaching profession is complex. It is highly unlikely that a professional teacher would receive "distinguished" ratings in all areas. The rubric is designed so that a good teacher would be receiving "proficient" ratings. This purposeful design allows for those in the profession to continually strive to improve professional skills. The rubrics are designed to describe the general tendencies and practices of

the teacher. While it is not possible to summarize all characteristics, traits and efforts of the teaching profession, these rubrics are designed to examine actions that are known to enhance student learning and school culture.

Regular classroom observations followed by shared feedback is the best way for principals to have an accurate sense of teachers' performance, give formative praise and suggestions, and listen to teacher input. Some of the formative classroom observation data collected will be used to inform the evaluation rubric. Other sources will be used for scoring the Framework for Teaching in domains one and four which are not as observable in the classroom.

### **Corrective Action Steps (refer to the Corrective Action Handbook for greater detail)**

It is the philosophy and intent of the Oneida School District to support and coach all employees toward best practice in their given field. In order for the district to have a safe, quality learning environment for all students, it is essential that all employees reach a high standard of job performance. These corrective action steps are in place to support an employee toward that high standard of performance. The emphasis of Corrective Action is to be proactive in the prevention and correction of staff problems, not on punitive discipline. However, if an employee either through attitude or aptitude continues to perform at a low level, after these steps have been followed, this tool is also in place to serve as due process for termination of employment. Please note that if the action is of a serious nature steps may be skipped up to and including termination of an employee.

#### **Step 1:**

If at any point during the school year the school administrator sees that a teacher is found "unsatisfactory" in any given standard, the principal is to give the teacher informal notice. The principal states the area of concern and gives specific feedback on expectations.

#### **Step 2:**

If the teacher continues to be "unsatisfactory" in that standard, the principal is to give "formal warning". This "formal warning" should be documented in writing. The warning states the specific area(s) for improvement with the expected standard of performance, a timeline in which to improve, and support resources that can be accessed in accomplishing that expectation.

#### **Step 3:**

If the teacher continues to be "unsatisfactory" after the given timeline in the standard in which formal warning has been given, the principal is to give "formal reprimand". This "formal reprimand" must be documented in writing. The reprimand states the specific area(s) for improvement with the expected standard of performance, a timeline in which to improve, and support resources that can be accessed in accomplishing that expectation. A plan of improvement outlining how improvement can be achieved must accompany this step.

#### **Step 4:**

If the teacher continues to be "unsatisfactory" after the given timeline in the standard in which formal reprimand has been given, the principal, in consultation with the superintendent, is to give "suspension notice". This "suspension notice" must be documented in writing. The job suspension action is the district's response to an employee who either through attitude or aptitude fails to improve in the unsatisfactory area. This time should be used by the employee to access additional help and support in the deficient area.

### Step 5:

When an employee is served with a notice of termination, they have 5 calendar days in which to express that they would like to appeal their termination. This expression may be sent through hard copy or via email to the superintendent. The superintendent will then schedule a meeting of the Board's negotiation committee when that appeal can be heard.

NOTE: A plan of improvement or corrective action steps may be implemented on any area considered to be "basic" as well if it is deemed to be compromising the learning of students or deemed to be a hindrance to the school efforts toward continuous improvement. This process would follow those described above.

### **CLASSIFIED EMPLOYEES:**

Individuals who are working in a non-teaching or non-administrative position with the District, regardless of whether or not they hold a teaching certificate. They are "at-will" employees. This includes Secretaries, Clerical Staff, Janitors, Maintenance Personnel, Cafeteria, Paraprofessionals, Bus Drivers, An "at-will" employment relationship of indefinite duration can be terminated by either the employer or the employee at any time for any reason; also known as terminable at will. They can be terminated at any time for any reason – as long as not for an unlawful reason.

### **RECORDS ACCESS FOR APPLICANTS AND EMPLOYEES:**

Applicants for employment - ALL (Classified and Certificated) Must sign a form allowing the district to obtain former personnel files from public school districts of past and current employers. If they refuse to sign that waiver, they cannot be hired.

Releases employee file information relating to "job performance and/or job related conduct" of the employee may be released which include:

- Annual Evaluations;
- Letters of Reprimand, direction, commendation, award;
- Disciplinary actions and related documentation;
- Probation Documents;
- Non-renewal documents;
- Notices to/from administration

Rebuttals to any of above - should be attached per personnel statute I.C. 33-518. Material from personnel file, investigative file or other files – regardless of whether or not the employee has notice.

### **TECHNOLOGY USE**

#### Employee Use of Electronic Communications Devices

Employee use of electronic communication and entertainment devices may interfere with or disrupt the educational process as well as distract personnel from their job responsibilities. Personnel are required to limit their use of electronic communication and entertainment devices to emergencies or during authorized breaks or the employee's personal preparation time. Such devices are prohibited from being used during instructional time unless the specific use is consistent with the lesson plan being presented. Violation of this policy may result in disciplinary action up to and including termination.

#### USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL

Personnel are required to limit their use of electronic communication and entertainment devices during school hours to emergencies, authorized breaks or the employee's personal preparation time. Such devices are prohibited from being used during instructional time unless the specific use is for school related purposes or consistent with the lesson plan being presented.

## PROFESSIONAL COMMUNICATIONS

All employees are assigned an e-mail account for work-related correspondence. When communicating with students, or parents regarding a school related issue, employees shall only use their school issued email account or other administration approved email system.

### **Classroom supervision of appropriate use of devices**

Technology is a significant part of our everyday world as well as in our schools. Technology has become an excellent teacher tool to assist in student learning. As powerful as it can be for the good, it can also be detrimental when it comes to learning. Employees are expected to monitor students use of personal devices at school and in their classroom. This monitoring is to ensure the compliance of appropriate use guidelines. The expectation that electronic devices are to be put aside when not being directly used for learning and instruction.

## COMMUNICATIONS WITH STUDENTS

The board recognized that there are occasions when a person in a district approved position (e.g. employee, coach, volunteer, or other persons in official or approved district positions) may have a legitimate need to communicate with a student outside of school hours. Any communication between a person in a district approved position and student via telecommunications, text messages, emails, and/or any other medium must be professional in content and tone. Employees should not make any statements or forward information which could reasonably be perceived to be:

1. Sexually suggestive, obscene, vulgar, or inappropriate in content;
2. Developing an inappropriate relationship with a student; (including sending/receiving an inordinate number of communications; communicating at an inappropriate time of day/night);
3. Harmful to a student;
4. Disruptive of the educational process;
5. In violation of federal or state laws, or district policies; or in violation of FERPA and other confidentiality requirements.

Any communications with students may be subject to review by the district if the material violates district policy and comes to the attention of the district. In the event an employee receives any communication from a student which is inappropriate in nature, the employee has an obligation to report such communication to the building administrator or designee.

## SOCIAL NETWORKING

The board recognized that some employees may engage in social networking, whether through sites such as Facebook, LinkedIn, maintain blogs, or participate in such media as email groups, YouTube, or Twitter, or have a public presence on the Internet by similar means. While such activities are not part of the employee's work responsibilities, employees may communicate with and/or be identified with patrons, parents and students of the district.

Employees are expected to comply with the following guidelines:

1. An employee must recognize that statements or innuendo publicly displayed on the Internet may have negative ramifications on that individual's position as a role model for students of the district. Statements that are damaging a school, district or to your classroom could compromise your ability to fulfill your responsibilities as an employee, thus may affect your employee status.
2. An employee should always present himself/herself in a professional manner and exercise good judgment relative to any information he/she posts or any sites linked to his/her social network page or blog.
3. Information posted by an employee must comply with the state and federal laws and district policies relative to confidentiality. If the employee posts information that evidences that the employee has engaged in conduct in violation of applicable federal and state law, or district policies, the district may turn the incident over to the Professional Standards Commission for an investigation and/or take disciplinary action, up to and including termination.

#### DEFINITION

"Electronic communication and entertainment devices" shall include, but not be limited to, personal cell phones, iPods, Blackberries, pagers, MP3 players, and other similar devices or media players, without regard to the commercial name or manufacturer of the device, whether handheld, car models, laptop or other computer usage, or combinations of any of the above

#### **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the building principal. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the [building principal].

All time cards must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

## **FEDERAL REGULATIONS AND COMPLIANCE**

The Oneida School District requires all employees who are working in part or fully in programs which are funded in part or fully with federal dollars to follow time and effort documentation as described in Policy 5860. Employees are to participate in regular professional development to be informed and be compliant to laws and regulations in Title I-A, Title II-A, Title IV-A, and Title IX-A.

## **FUND RAISING**

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal prior to the activity being initiated. Fund-raising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

Fund raising request forms are available in the office. All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

All fundraising activities must comply with correct practices, procedures and policies of the Oneida School District.

## **GIFTS AND SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without [building principal] approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without [building principal] approval. Any solicitation should be reported at once to the [building principal].

## **GRIEVANCES**

Refer to provisions of current certified negotiated agreement and Board Policy.

## **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the [building principal] of the date, time, and nature of the presentation whenever such use is planned. Prior [building principal] approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

## **HARASSMENT/BULLYING/INTIMIDATION**

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately or if they are more comfortable, they can report the incident to the Title IX director. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Idaho Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

## **INSURANCE BENEFITS FOR EMPLOYEES**

Reference current bargaining agreement for certified employees.

## **KEYS**

Keys may be issued to staff by the building principal. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned [to students or to individuals not employed by the district]. Under no circumstance should staff provide keys to students to “run errands”, “unlock/lock” doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.
8. If building principal or maintenance supervisor deem issuance of keys compromises the security of the building, keys may be issued through check out procedure only.

## **LESSON PLANS**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

Teachers are expected to have prepared lessons that are aligned to student learning needs and are reflective of state learning standards. Copies of lesson plans may be required to be submitted to the building principal when there are concerns with alignment or student learning and behavior. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals, as determined by the building principal.

Lesson plans should be given in detail and in hard copy to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

## **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the building principal for prior approval. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

## **PETTY CASH**

In order to expedite the purchase of minor school supplies, postage, freight, and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than \$50 [with prior approval from the {building principal}].

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the [personnel] office to inspect the contents of his/her personnel file on any day the [personnel] office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. [Employees of the personnel office];
8. Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

### **PREP and LUNCH PERIODS**

Prep periods are for the purpose of preparing for and improving instruction. Teachers/staff are required to check out with the building principal before leaving campus during scheduled prep periods.

### **PROGRESS REPORTS**

Teachers are to report their students' progress to the students and their parents. Progress reports are posted on Power School or issued at the midway through grading periods, indicating academic progress to date. Parents of students receiving failing grades should have specific notification of child's academic status.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

## **PURCHASE ORDERS**

No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase [including purchases from student body funds] will be authorized unless covered by an approved purchase order including purchases from student activity funds. Forms are available in the office.

## **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's address and personal phone number will not be released by the district. Such information may be disclosed if a staff member authorizes the district to do so.

The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

## **RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the [building principal].

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money, and facilities, as part of the employee's job responsibilities, remain the property of the district.

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

## **RESIGNATION OF STAFF**

Certified and classified personnel will generally be expected to fulfill the terms of their contract unless there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so.

The Board has authorized the Superintendent to accept on its behalf resignations from any school district employee.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting.

## **RETIREMENT**

To assist the district in its planning efforts, certified staff members considering retirement are asked to notify the district no later than January 1. Employees intending to retire who are not contractually obligated to complete the school year should notify the superintendent as early as possible and no less than sixty (60) days before their retirement date. The relevant and most current negotiated agreements for all categories of employees shall specify severance stipends and other retirement conditions and benefits.

## **SPECIAL INTEREST MATERIALS**

Supplementary materials from non-school sources require building principal approval prior to their use in school.

Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses, and are timely may be considered for approval.

## **STAFF CONDUCT**

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, 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 district duties. A district 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. Care should be taken 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 state 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 the school system's own network of communication.

### **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teaching as a professional demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

### **STAFF HEALTH AND SAFETY**

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;

- e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
  4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
  5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
  6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
  7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
  8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
  9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
  10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
  11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
  12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
  13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## **STAFF/PARENT RELATIONS**

The district encourages parents to be involved in their student's school experience. It is required by Title I compliance to have a parent/ teacher compact. This will help identify roles and responsibilities of all parties. Disclosure statements, grade/classroom orientation statements that describe the curriculum coverage, grading protocols, assignment expectations, and general classroom routines are best practice and should be done at the beginning of the year or course.

Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

## **STAFF/STUDENT RELATIONS**

Public school employees are held to a high standard of behavior. District staff must maintain an appropriate professional relationship with each student, both in and outside the classroom and exemplifies a professional role in the community.

### **Definitions**

"Staff" refers to all Oneida School District employees, contracted service personnel, and any volunteers working on school property, on field trips, at extracurricular and co-curricular activities or events and/or other school district sponsored activities.

"Student" refers to all Oneida School District individuals in grades K-12, including a one year window post-graduation from Park High School.

Anti-Fraternization: All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. Staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student, which can live on long after the student has graduated from the Oneida School District. This imbalance of power places students in a vulnerable position that must be recognized and respected by staff. It is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. Accordingly, staff is prohibited from engaging in any romantic, sexual, or physical relationships with students.

Many personal relationships are entirely appropriate and develop through family or neighborhood interactions with respect and adherence to the appropriate standards of professional conduct. To the degree that such relationships develop or exist, it is the staff's responsibility to ensure that such relationships continue along and within appropriate boundaries. Failure to adhere to these requirements may result in severe consequences, up to and including termination.

Staff shall not conduct social activities on a one-on-one basis outside of school with students or single out students from the general student population for special treatment (e.g., gifts, dinners, and rides) without prior consent of the student's parent and advance notice to the principal.

Electronic Resources and Social Networking: Digital dissemination of information and correspondence presents potential for a vastly increased audience; therefore staff is reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. Disciplinary action for inappropriate social technology media use would be similar to that of inappropriate non-technological behavior.

Employee use of electronic communication and entertainment devices may interfere with or disrupt the educational process as well as distract personnel from their job responsibilities. Personnel are required to limit their use of electronic devices during school hours to emergencies. Such devices are prohibited from being used during instructional time unless the specific use is for school related purposes or consistent with the lesson plan being presented. Violation of this policy may result in disciplinary action up to and including termination.

Employee Use of Cell Phones: The District recognizes that the use of cell phones may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or while engaged in District-sponsored activities. Use of cellular phones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state and federal laws will result in discipline up to and including termination of employment.

If cell phone or e-mail communications occurs with students, teachers, staff needs to keep the Activities Director and building principal informed as to the nature of the communications, for example, on field trips or activities.

Any question by staff as to the appropriateness of an activity, relationship, or interactions with a student may be directed to the principal or district administration. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the principal or district administration.

## **CODE OF ETHICS:**

The Oneida District encourages all staff to read, become familiar with, and adhere to the Code of Ethics.

Principle I - Professional Conduct. A professional educator abides by all federal, state, and local education laws and statutes. Unethical conduct shall include the conviction of any felony or misdemeanor offense set forth in Section 33-1208, Idaho Code.

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

Unethical conduct includes, but is not limited to:

- a. Committing any act of child abuse, including physical or emotional abuse;
- b. Committing any act of cruelty to children or any act of child endangerment;
- c. Committing or soliciting any sexual act from any minor or any student regardless of age;
- d. Committing any act of harassment as defined by district policy;
- e. Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, virtual, or physical) with a student, regardless of age;
- f. Using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrases);
- g. Taking or possessing inappropriate images (digital, photographic, or video) of students;
- h. Inappropriate contact with any minor or any student regardless of age using electronic media;
- 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;
- j. Conduct that is detrimental to the health or welfare of students; and
- k. Deliberately falsifying information presented to students.

Principle III - Alcohol and Drugs Use or Possession. A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes, but is not limited to:

- 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;
- b. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol;
- c. Inappropriate or illegal use of prescription medications on school premises or at any school-sponsored events, home or away;
- d. Inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and e. Possession of an illegal drug as defined in Chapter 27, Idaho Code, and Uniform Controlled Substances.

Principle IV - Professional Integrity. A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes, but is not limited to:

- a. Fraudulently altering or preparing materials for licensure or employment;
- b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment or licensure;
- 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;
- d. Failure to notify the state at the time of application for licensure of past criminal convictions of any crime violating the statutes or rules governing teacher certification;

- 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.);
- f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;
- g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry or investigation;
- h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues; and
- i. Failure to notify the state of any criminal conviction of a crime violating the statutes and/or rules governing teacher certification.

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

- a. Misuse, or unauthorized use, of public or school-related funds or property;
- b. Failure to account for school funds collected from students, parents, or patrons;
- c. Submission of fraudulent requests for reimbursement of expenses or for pay;
- d. Co-mingling of public or school-related funds in personal bank account(s);
- e. Use of school property for private financial gain;
- f. Use of school computers to deliberately view or print pornography; and,
- g. Deliberate use of poor budgeting or accounting practices.

Principle VI - Compensation. 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:

- a. Unauthorized solicitation of students or parents of students to purchase equipment, supplies, or services from the educator who will directly benefit;
- 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;
- c. Tutoring students assigned to the educator for remuneration unless approved by the local board of education; and,
- d. Soliciting, accepting, or receiving a financial benefit greater than fifty dollars (\$50) as defined in Section 18- 1359(b), Idaho Code.

## **SUPERVISION OF STUDENTS**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

## **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

## **TOBACCO-FREE ENVIRONMENT**

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation (such as vaping).

Use of tobacco products in a public school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products.

For this purpose, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the State of Idaho at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without [written] permission from the [building principal].

## **VACANCIES/TRANSFERS**

The District may enact involuntary transfers within and between buildings. Vacancies not filed through involuntary transfer will be posted. These will be posted on the district web site and buildings.

## **VOLUNTEERS**

Volunteers and chaperones are subject to the District's policy mandating background checks. The district office will send out an updated list of volunteers and chaperones who have passed the background check monthly. Check with your school secretary for cleared list.

District employees who work with volunteers shall clearly explain duties for supervising students in school, for activities, and on field trips. An appropriate degree of training and/or supervision of each volunteer must be administered commensurate with the responsibility. While serving as chaperone for the District, the parent(s)/guardian(s) or other adult volunteers, including employees of the district, assigned to chaperone, shall not inappropriately fraternize with students, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use any illicit drug during the duration of their assignment as a chaperone, including the hours before, during, and after the day's activities for students.

## **WORKMANS COMPENSATION BENEFITS**

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and

4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

The administrator will notify the immediate supervisor of the report and will include the immediate supervisor as necessary in completing the required report. An employee who is injured in an industrial accident may be eligible for workers' compensation benefits. By law, employee use of sick leave must be coordinated with receipt of workers' compensation benefits, on a case-by-case basis, in consultation with the Workers' Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident but will investigate as it deems appropriate to determine:

- (1) whether continuing hazardous conditions exist which need to be eliminated; and
- (2) whether in fact an accident attributable to the District working environment occurred as reported.

The District may require the employee to authorize the employee's physician to release pertinent medical information to the District or to a physician of the District's choice, should an actual claim be filed against the Workers' Compensation Division, which could result in additional fees being levied against the District.

## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the [office] unless a student must carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Idaho Authorization to Possess or Self-Administer Medication form and return it to the building office.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

### **CLASS INTERRUPTIONS**

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

### **COMMUNICABLE DISEASES**

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in rules of the county health department. Services generally will not be provided to students excluded unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure.

## **CORPORAL PUNISHMENT**

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

## **DISASTER DRILLS**

An emergency protocol booklet should be made available to every classroom. There will be disaster drills during the course of the year, which will include fire, earthquake, and intruder drills. All teachers will discuss fire drill procedures with their class at the beginning of each year. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. The warning signal for a fire alarm/drill is a [insert local drill/alarm procedures]. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows, turn off lights, and [lock door/leave door unlocked];
3. Take roll book;
4. Escort class at least 50 feet from the building and take roll. Report any unaccounted students to the [building principal];
5. Upon “all clear” signal, [announced by administration, not on bell/alarm signal], escort students directly back to class. Check roll.

## **FEATURE FILMS/VIDEOS**

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Use of films should be used to support core curriculum and augment student learning. Only films/videos rated [G, PG, or PG-13] may be authorized for classroom use.

Requests are to be submitted to the building principal at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

## **FIELD TRIPS AND SPECIAL EVENTS**

Field trips and other student activities involving travel may be authorized by the building principal, when such trips or activities contribute to the achievement of desirable educational goals. Friday is the day designated for high school activities. Every effort should be made to hold these events so students do not miss school Monday through Friday.

Requests should be submitted to the [building principal] well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

Volunteers and chaperones are subject to the District's policy mandating background checks (The district office will send out an updated list of volunteers and chaperones who have passed the background check monthly. Check with your school secretary for cleared list. In some special one-time events such as judges, speakers, events, competitions, etc. may be exempt. Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state travel must be approved by the Board.

## **HOMEWORK**

Teachers at all grade levels are encouraged to use homework to augment student learning. Homework should be age appropriate in complexity and length of time to

complete. Scaffolding in the classroom should be done to insure the student's ability to successfully engage homework.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

## **MAKE-UP WORK**

Late-Work Policy There will be a maximum two week time frame for students to make-up or turn in any missing assignments, missing tests, missing projects, etc. from the original due date. This policy would apply to all classes at Malad High School. Teachers may deduct points at their own discretion. Teachers may also shorten the time frame at their own discretion as addressed in their class syllabi.

## **MEDIA ACCESS TO STUDENTS**

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **RESUSCITATION**

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

## **RETENTION OF STUDENTS**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Exception will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the building principal.

All retention considerations must be reviewed by the district office.

## **STUDENT ACTIVITY FUNDS**

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the building principal [and person in charge of the student activities program].

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds.

## **STUDENT CONDUCT**

All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action. All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

[Classroom rules and consequences are to be submitted to the building principal for review and approval.]

## **STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention.

## **STUDENT/PARENT HANDBOOK**

A student/parent handbook is made electronically available to all students / parents at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student/parent.

Teachers are expected to review the handbook with students during the days/times designated by the building principal.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior building principal approval.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

## **STUDENT WITHDRAWAL FROM SCHOOL**

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property, including replacement costs, if known. Submit the list to the office.

## **VISITORS**

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the building principal.