

NORTH STAR CHARTER SCHOOL  
STAFF PERSONAL - SERIES 400

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NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL

Series 400

Policy Title Statement of Guiding Principles

Code No. 400

MISSION

The mission of North Star Charter School is to produce students who possess the academic, personal habits, and attitudes desired of an educated citizen in the 21<sup>st</sup> century. The board of trustees is committed to protecting the rights and promoting the welfare of all students.

SCHOOL CHARTER

The charter was created to provide the framework and direction for the school community. North Star Charter School is committed to using total quality processes to ensure that it is constantly improving, becoming more efficient, better meeting the needs of the students, and producing measurable results. Included in the charter are statements of vision, beliefs, and the following guiding principles:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills that will provide a basis for lifelong learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

Date of Adoption:

11-18-2010

NORTH STAR CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL  
Series 400

Policy Title Contracts & Certificates

Code No. 401.1

The board of trustees shall withhold the salary of any certified staff that does not hold a certificate valid in the State of Idaho. Further:

1. These individuals shall not qualify for benefits.
2. Individuals lacking certification will be paid as substitutes.
3. Once certified, individuals will not receive contract pay retroactively. Contract pay shall begin on the day that certification is received by Head of School.
4. If an individual hired for a certified position is not certified by September 15<sup>th</sup> of the current academic year, that individual's employment may be terminated.

Certified staff must provide the Head of School the original copy of their current Idaho certificate, official transcripts and written verification of previous certified employment.

The Head of School is authorized to register and endorse all certificates according to Idaho Code, Section 33-1207.

All contracts shall be in writing and signed by officers as outlined in Idaho Code.

All certified staff contracts, except continuing contracts, shall be valid for a period of one fiscal year or the remainder of the fiscal year.

Legal Reference: Idaho Code 33-1201 thru 33-1210, 33-513

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NORTH STAR CHARTER SCHOOL  
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Policy Title Contract termination

Code No. 401.11

RESIGNATIONS

A teacher who desires to be released from a contract shall submit, in writing, a resignation at least 30 days in advance of the desired release date. A final decision for release will be made upon finding a suitable replacement.

RETIREMENT

Retirement policy at North Star shall conform to the policy for public employees in the state of Idaho. Refer to manual, "Public Employee Retirement System of Idaho."

RELEASE OF TEACHERS

The board of trustees will follow the laws and statutes of the state of Idaho as may be amended from time to time when it has been determined not to renew the contract of a teacher or administrator.

Legal Reference: Idaho Code

Date of Adoption:

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NORTH STAR CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL  
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Policy Title Salary schedule placement for out-of school teaching experience Code No. 401.12

Teaching experience outside North Star Charter School shall include the number of school years a certificated employee was under contract and performed as a teacher. Such experience will be considered for initial placement according to the current salary schedule.

Teaching experience in private or parochial schools shall be recognized if:

1. The teacher held a valid public school teaching certificate and taught in areas of endorsement.
2. The school was accredited by a regional accrediting association and/or the state department of education.

Legal Reference: Idaho Code

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NORTH STAR CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL  
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Policy Title Contracted shared and/or part time positions

Code No. 401.14

Teachers who wish to share a single staff position and/or work on a shared-time basis shall submit a written request to the Head of School. Following a conference on the request, the Head of School may recommend that a shared-time contract be issued to the applicant(s), subject to the following conditions:

1. The shared-time teacher(s) and the Head of School shall agree on the division of professional duties and of instructional responsibilities.
2. Shared and/or part time teachers shall attend all conferences and in-service activities as if they were full-time employees. Attendance at meetings will be administered at the building level by the Head of School in conjunction with the certified employee. For time worked beyond the contract, part time teachers will be paid at the teacher training rate of pay as defined in the Master Contract.
3. If one of the partner-teachers in a shared position is unable to fulfil the contract, the remaining partner will be given the opportunity to assume a full-time contract for the balance of the school year. Should the remaining partner-teacher wish to remain shared-time, the school shall attempt to hire a shared-time replacement for the balance of the school year. If the school is unable to hire a qualified shared-time replacement, the remaining partner-teacher is obligated to assume a full-time contract for the balance of the school year.
4. If, at the end of the year, one of the partner-teachers in a shared position resigns or applies for full-time reassignment, the remaining partner-teacher must resign, apply for full-time reassignment, or reapply with another partner-teacher.
5. Each shared-time teacher's salary will be prorated on what he/she would be entitled to if employed on a full-time basis. Each shared-time teacher will receive prorated employer-paid benefits as specified in the school's benefits policy.
6. Sick leave will accrue and accumulate on a half-day basis for all shared-time teachers.
7. Re-assignment to full-time employment will follow procedure defined in the current school policies.
8. In the event a shared or part time teacher is absent, every attempt will be made to hire a qualified substitute.

Shared-time teaching positions established because of curricular demands and/or circumstances shall be subject to the conditions of employment established for all other shared-time positions.

Legal Reference: Idaho Code

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NORTH STAR CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL 3  
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Policy Title Duties & Responsibilities

Code No. 401.20

GENERAL

Teachers shall be directly responsible to the Head of School, then to the superintendent board of trustees. See organizational chart for specific lines of authority and responsibilities.

It is the duty of the teacher to be informed concerning rules, policies, and regulations of the State Board of Education and the board of trustees.

No surveys or questionnaires of any kind may be given in the school without prior administration approval.

At all times, teachers will base their own actions, their instruction, and expectations that they place upon students on the highest moral standards and ideals.

ACADEMIC FREEDOM AND RESPONSIBILITY

The Board and the Head of School agree that certified employees should have academic freedom in their assigned area to teach without interference. With the freedom to meet the obligation to teach the truth and facts of their lesson, there is the responsibility to meet the requirements of the school's educational program. Accordingly, they agree as follows:

1. Basic Responsibilities - There are certain basic responsibilities that all certified employees must adhere to in all classroom situations, they are as follows:
  - a. Certified employees will follow the Code of Ethics of the Idaho Teaching Profession.
  - b. Certified employees will not use profanity in the presence of students.
  - c. Certified employees will give both sides of any controversial issue.
  - d. Certified employees will follow approved curriculum guidelines.
  - e. Certified employees will follow school policy, state and federal laws, rules, and regulations.
  - f. Certified employees will respect the religious beliefs of their students and community.
2. Controversial Material  
Certified employees shall be allowed freedom in classroom presentations and discussions to introduce political, religious, or otherwise controversial material, if said material is directly relevant to the course content and in accordance with North Star Charter School policy 602.20.
3. Personal Opinion  
In performing their professional functions, certified employees may express their personal opinions on all matters relevant to the course content, provided that when they do so they shall indicate that they are speaking personally and not on behalf of the school, its administration, or to the Board of Trustees. The certified employee will be responsible to make it clear to students that they are voicing opinion and not fact.

4. Student Grades

Teachers have total responsibility for assigning student grades. The classroom teacher in conjunction with the pupil services team shall be responsible for determining and assigning grades for inclusion students. Students/parents may appeal grades through the School's complaint procedure.

RESOLVING ISSUES/COMPLAINTS

1. Parent-Student/Employee - When there are issues/problems between a parent and/or student and an employee, every effort will be made to resolve the problem(s) at the lowest level. The lowest level is the parent and/or student and the employee working together to solve the problem. (There is a detailed policy for handling complaints outlined in each student-parent handbook. All involved should try to follow this policy.)
2. Employee/Supervisor - When there are issues of concern between a supervisor and an employee, every effort will be made to solve the problem(s) at the lowest level. The lowest level is the employee and supervisor working together to solve the problem. If the issues cannot be resolved at the lowest level, the following sequence of conferences should be used to resolve the concerns:
  - a. STEP ONE:
    - i. Employee
    - ii. Supervisor
  - b. STEP TWO:
    - i. Employee
    - ii. Supervisor
    - iii. Education Director
  - c. STEP THREE:
    - i. Employee
    - ii. Supervisor
    - iii. Education Director
    - iv. Head of School

DUE PROCESS

No certified employee shall be reduced in rank or compensation, non-renewed, dismissed, terminated, or deprived of any professional advantage without due process.

Any certified employee who knows that his/her actions would cause a disruption to the integrity of the instructional day may receive a written reprimand on the first incident. Further documented disruptions may result in suspension without pay until the matter is resolved, not to exceed four working days.

REPORTING CHILD ABUSE

All employees have the responsibility to report suspected child abuse as outlined in Idaho Code 16-1619, and North Star policy 403.72, within twenty-four (24) hours to the proper authority. A certified employee who has failed to follow the reporting procedures set forth in policy and law is subject to suspension without pay for a length of time as determined by the Board of Trustees.

STUDENT DISCIPLINE

All teachers are expected to assume responsibility for the discipline of their groups and to assist in the correction of other irregularities that may occur at school or at school sponsored activities. As members of the faculty, teachers are charged with the responsibility of informing students regarding building rules and procedures as well as general rules of conduct.



### SECURING A SUBSTITUTE

Teachers are to report the need for a substitute as early as possible and assist in securing a substitute. No teacher is to pay for substitute services from personal funds, unless authorized by teacher and Head of School.

### CARE OF PROPERTY

Head of Schools, teachers and students can make a significant contribution to the maintenance of attractive buildings and school grounds. Teachers are responsible for the proper use of school property committed to their care and custody. Students should be trained to respect school buildings and materials.

Loss or damage of equipment should be reported immediately to the Head of School or his/her designee.

No school equipment is to be loaned to outside parties without the permission of the Head of School or designee.

Teachers are expected to assist the custodian by keeping their room clean, un-cluttered, and rubbish-free and by turning out lights, closing and locking the windows, and by drawing the shades, upon leaving the room at the close of the day.

### WORK DAY DEFINED

The normal work day hours, except for volunteer activities and extra-curricular activities, for certified employees shall be Eight (8) hours at the elementary, middle and high school level. Adjustments in the normal work day may be necessary from time to time and may be allowed by the Head of School so long as such adjustments are within the spirit of the average 8 hour work days. Adjustments for mandatory school activities shall be limited to a suggested maximum of no more than four (4) occurrences within a school year, this includes before and after school requirements. Administration will notify their staff how the adjustments to the schedule will be made.

1. The above hours shall include a minimum of one (1) *regular* period of continuous, duty-free daily preparation time for **full-time teachers at high schools and middle schools**. If on Block schedule, the preparation time shall be in the form of either one daily period of 45 minutes or 90 minutes every other day.
2. Uninterrupted planning time shall be provided for all **full time elementary teachers** at 200 minutes per full workweek during the portion of the day from 9:00 a.m. to 3:30 p.m. in segments not shorter than 30 minutes. Exceptions to these segments may be made by the written agreement of the Head of School and the teacher involved. Full implementation of this program shall take place by the second (2nd) day of school and run through the last full day of school. The only exception to the implementation of planning time beginning on the second (2nd) day would be if there were a late hire. Exceptions to the 200 minutes per week planning time will be made when the teacher's scheduled planning period is pre-empted by:
  - Special Programs
  - Practice for Programs
  - Field Trips
  - Book Fairs

In so far as possible the events causing the exceptions shall be scheduled in a manner that will distribute them equitably.

3. Full time certified employees should be provided a continuous thirty (30) minute duty-free lunch period daily. If circumstances require assigned duty preventing a thirty (30) minute duty-free lunch period, each certified employee so assigned shall be paid in accordance with the noon duty rate of pay. Non-voluntary assignment of certified employees to paid noon duty shall be determined in a manner rotating such assignments on an equitable basis.

#### WORK YEAR DEFINED

The school year for certified employees, shall be 180 days with pay, including:

- 167 teaching days,
- \*five (5) paid holidays,
- two (2) work days in the classroom and one (1) in-service day prior to the start of the school year
- two (2) other floating in-services days to be decided collaboratively by the administrative team and school staff
- Three (3) work days in the classroom at the end of the school year

\*The five paid holidays shall be Labour Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

Legal Reference: Idaho Code 96 33-1224, 16-1619, 16-1620 97

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NORTH STAR CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL  
Series 400

Policy Title Supervision and Evaluation

Code No. 401.3

SUPERVISION

Supervision is the day-to-day guidance given teachers for the purpose of improving instruction. Improved teacher performance should directly affect pupil achievement and behaviour. Improvement of instruction is the prime responsibility of the Head of School. The Head of School may ask supervisors, education director, and department heads to assist in this task.

Head of School are encouraged to visit classrooms as often as possible, making both formal and informal observations of the instructional program. Some, but not all, supervisory visits to the classroom will be announced in advance.

EVALUATION

Evaluation is the summative process of assessing teacher performance and effectiveness during a given period of time. It may be used for the purpose of providing pertinent data for administrative decision-making related to the reappointment, reassignment, promotion, or termination of professional staff. The number of observations required for each contract level is defined in the observation/evaluation procedure.

Each formal evaluation shall be based upon a supervisory process that includes a minimum of two (2) informal observations and one (1) formal classroom observation defined as follows:

- Informal: no pre/post conference; written feedback to teacher
- Formal: pre/post conference; observation covers one entire lesson sequence

Teacher evaluations shall be made in writing on the form approved by the administration. The Head of School and the teacher shall discuss the written evaluation, and a copy of the written evaluation shall be given to the teacher and placed in the employee's official personnel file.

Should the teacher disagree with the evaluation as written, he/she may write a statement of rebuttal that shall be attached to the evaluation. Supervision and evaluation at North Star Charter School shall follow the board-adopted process, "Supervision and Evaluation of Teachers."

Legal Reference: Idaho Code 33-518

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NORTH STAR CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL  
Series 400

Policy Title: Absences and Leaves

Code No. 401.4

SICK LEAVE

1. At the beginning of each school year, each certified employee shall be credited with nine (9) days of sick leave allowance as allowed by Idaho Code 33-1216. Sick leave days shall be accumulated to two hundred fifty (250) sick leave days. When the 250 days are accumulated, the new nine (9) days are available for use during the next year, but cannot be accumulated.
2. Portability of Sick Leave - The school shall accept an individual's accumulated sick leave from another school in Idaho, up to that school's maximum number of sick leave days, not to exceed the number allowed by this contract. It is the intent of the school to make this item retroactive, if possible.
3. Sick leave is to be used for absences caused by illness or physical disability, including childbearing of the certified employee or to the certified employee's spouse, dependent or minor children, or parents. If family illness outside the immediate family should arise, sick leave may be used with the approval of the Head of School. For a normal birth, six calendar weeks are the maximum time that sick leave can be used. The use of additional days requires doctor certification and approval by the Head of School.
4. Written notice shall be given to the Head of School when it is known in advance that the certified employee will be unable to perform his/her duties satisfactorily. The notice shall indicate the medical reason and the approximate dates of expected absence.
5. If absence from work exceeds a period of five (5) consecutive working days, the employee must furnish to the Head of School a doctor's certification that medical complications are such that the employee is unable to carry on his/her duties satisfactorily, and said certification shall also set forth the anticipated time period before the employee can return to work. Upon receipt of a doctor's certification as outlined above, the Head of School shall grant to the employee the amount of sick leave days prescribed by the medical certification, or until accumulated sick leave days are exhausted by the employee.

HEALTH LEAVE

Upon written request, the board of trustees may grant a leave of absence for personal or family health reasons. Health leave shall be for a maximum of one (1) year. A certified employee who is granted health leave will not be guaranteed a specific position and is only guaranteed a certified position.

PARENTAL LEAVE

Parental leave of absence for child rearing will be granted to certified employees, without pay for up to one (1) year. Requests for parental leave of absence shall be submitted in writing, indicating the approximate beginning and ending date of the leave of absence.

1. Parental leave of absence may be granted at any time, but must begin at a logical breaking point, i.e., a grading period or vacation period, unless there is an emergency.
2. Parental leave of absence shall end so as to have the employee return to work at the beginning of the grading period.

3. The employee may return to the school in a position for which he/she is qualified, but is not guaranteed the same position and assignment he/she left.
4. Parental leave will not be granted beyond the Family Medical Leave Act more than once in a 36-month period.

#### BEREAVEMENT LEAVE

The Board agrees to grant to each employee up to five (5) days bereavement leave for each death in the immediate family (grandfather, grandmother, father, mother, brother, sister, husband, wife, child, grandchild, foster or step child, father-in-law or mother-in-law, step-parent, step-sibling, aunt, uncle, cousin) for the purpose of attending services, travel, and/or emotional support of family. Additional time may be granted under unusual circumstances. Requests for additional time should be directed through the Head of School to the Board.

#### CONTRACT LEAVE

Upon written request, the board of trustees may grant unpaid contract leave for a minimum of one (1) semester and a maximum of one (1) year.

Certified employees are eligible for contract leave after completing five (5) consecutive years of full time service without another unpaid leave of absence. The use of contract leave of any length requires that the employee complete another five (5) years of full time service before becoming eligible for another contract leave. Contract leave will not be granted for employment by another school. Not more than ten percent of the certified employees in any given building may be granted contract leave at any one time. A certified employee who is granted contract leave will not be guaranteed a specific position and is only guaranteed a certified position.

#### GENERAL INFORMATION

Certified employees on unpaid leave must submit in writing prior to February 1st their intent to return to the school the following year.

Unpaid leaves of absence may only be granted for one (1) complete school year.

A certified employee on an unpaid leave of absence retains existing contract status and sick leave accumulation as of the date the leave begins. Further accrual does not take place while on leave.

While on leave the employee has the right to continue the insurance coverage at the employee's expense.

Legal Reference: Idaho Code 46-224

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NORTH STAR SCHOOL CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL  
Series 400

Policy Title Substitute Teachers

Code No. 401.5

HIRING

All substitutes are hired from an approved list compiled by the Head of School or designee. Teachers do not notify, pay, or dismiss substitutes unless previously agreed upon with Head of School.

DUTIES

All substitute teachers will report to the office where they will be notified of their assignments and provide detailed instruction. Substitute teachers are expected to assume the same duties and extra assignments of the regular teacher, unless specifically excused by the Head of School.

It is the regular teacher's responsibility to have lesson plans for the substitute teacher to follow. The substitute teacher will continue to prepare advance lesson plans when the absence is for an extended period of time.

The substitute teacher will check all daily work assigned to students. At the completion of the day, the substitute will leave a note for the absent teacher describing essential accomplishments including, but not limited to, work completed, notices sent home and general discipline.

The hours of work of the substitute teacher are the same as those of the regular teacher.

The substitute teacher will be paid by the school, in accordance to an established substitute teachers' salary schedule.

DISCIPLINE

Substitutes will be expected to become familiar with and operate within the philosophy of discipline established by the Head of School. The following general suggestions are offered:

- Be firm, but friendly.
- Don't make threats that cannot be enforced.
- Do not strike a child in any manner, nor administer corporal punishment. Contact an administrator for help with disruptive students.
- Administer discipline fairly.
- Avoid uses of sarcasm or ridicule.
- The best way to avoid discipline problems is to be as prepared as possible and to make the class interesting.

PUBLIC RELATIONS

As is true for the regular teacher, the substitute teacher plays an important role in developing and maintaining a good relationship between home and school. In all dealings with parents and students, substitutes are representing the school.

CARE OF CLASSROOM

Substitute teachers are responsible for re-establishing the physical arrangement of the classroom at the end of each school day and assisting the janitor by picking up trash from the floor, closing windows, and in general leaving a clean, neat classroom.

FIREDRILLS

Substitute teachers should become familiar with building fire drill procedures, know which exit and route the class is to take, and to what area of the school grounds the class is to assemble. The grade book should be taken in order to call roll outdoors and ensure that no students are left inside. Always wait for an "all clear" signal before re-entering the building.

SALARY COMPENSATION

The rate of pay for substitutes will be reviewed and established on an annual basis by the board of trustees. Substitutes who work past the established 1/2 day will be paid at the full day rate. This does not include lunchroom duty.

A certified substitute who replaces the same contracted teacher twenty consecutive days or more is considered a long term substitute. The rate of pay for a long term substitute will be established by the board of trustees on an annual basis.

A non-certified substitute may not work over 20 days on the same assignment.

Legal Reference: Idaho Code

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NORTH STAR CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL  
Series 400

Policy Title Substitute's pay –Head of School and Education Director

Code No. 401.51

Substitute pay for Head of School and Education Director must be authorized in advance by the Board of Trustees. A teacher, who acts as the authorized substitute for an administrator will continue to receive his/her teaching contract rate of pay unless the substitute assignment extends beyond ten (10) continuous days. When a substitute assignment extends beyond the ten (10) continuous days, a teacher shall be paid at the daily rate plus \$50.00 a day.

Legal Reference: Idaho Code

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NORTH STAR CHARTER SCHOOL  
CERTIFIED STAFF PERSONNEL  
Series 400

Policy Title Student Teachers

Code No. 401.70

Qualified students of an institution of higher learning who are registered for practice teaching at the elementary or secondary level may use school schools for classes in observation and practice teaching.

The practice teaching program shall be under the supervision of the Head of School or a delegated representative.

University/college instructors in charge of teacher training are granted the privilege of visiting student teachers working in the school, at a time selected by the supervisory instructor.

The Head of School or designee will develop student teaching training procedures with the individual in charge of teacher training in each institution of higher learning.

ASSIGNMENT OF STUDENT TEACHERS

A maximum of one (1) student per teacher per year is recommended. Teachers wishing more than one (1) student teacher a year will consult the Head of School to determine whether or not this is advantageous. The Head of School shall consult with teacher well in advance of assigning a student teacher.

FINGERPRINTING/CRIMINAL RECORDS CHECK

All student teachers are required to submit to the Federal Bureau of Investigation and Idaho State Department of Education, criminal background history records and fingerprinting prior to starting their assignment.

Legal Reference: Idaho Code

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NORTH STAR CHARTER SCHOOL  
CERTIFICATED STAFF PERSONNEL  
Series 400

Policy Title Supplemental Contracts

Code No. 401.80

The board of trustees may enter into supplemental contracts to provide extra duty assignments for certificated employees. An extra duty assignment is, and supplemental contracts may be used for, an assignment that is not part of a certificated employee's regular teaching duties. Any such contract shall be separate and apart from an annual, a renewable or a limited one (1) year contract, and no property rights shall attach to a supplemental contract. The contract shall be in a form approved by the state superintendent of public instruction.

If the Board of Trustees determines not to reissue a supplemental contract, the board shall give written notice to the employee describing the specific reasons for the decision not to reissue. If the employee, within ten (10) days of receipt of the notice, makes written request to the board for an 'informal review,' the employee shall be entitled to an informal review. The written request by the employee for an informal review shall state any information that the employee deems relevant to its position on the Board's decision not to reissue the supplemental contract.

Within fifteen (15) days of receipt by the board of a written request for an informal review the employee shall participate in an informal meeting with the Head of School to review the employee's basis for an informal review and any objections he/she has to the specific reasons provided for not reissuing the supplemental contract. The Head of School, within five (5) days of the informal review, shall report in writing to the Board its analysis, reasoning and recommendation to the Board.

Within fifteen (15) days following receipt of the Head of School recommendation the board shall notify the employee of its final decision in the matter.

Legal Reference: Idaho Code 33-515A

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NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title Definition of classified personnel

Code No. 402.10

The descriptor “classified personnel” includes those persons employed by the school who are not required by law to hold a teaching certificate as qualification for employment. This category includes, but is not to be limited to, the following:

1. Custodial, warehouse and maintenance employees
2. Clerical employees, including teacher assistants
3. Food service employees
5. Extra help for summer maintenance

School administration shall establish job specifications and job descriptions for all positions requiring classified personnel.

Legal Reference: Idaho Code

Date of Adoption

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NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title Qualification and employment

Code No. 402.11

Appointment of classified personnel shall be made upon recommendation of supervisor and approved by the Head of School and board of trustees. Selection of staff personnel shall be based on the following criteria:

1. Training, experience and skill
2. Demonstrated competency
3. Suitability for the position
4. Personal characteristics
5. Compatibility with educational philosophy
6. Qualifications for any state license required

Full time classified personnel shall receive a memorandum of employment stating the starting date, hourly rate, work day, appropriate work year and total yearly salary.

Legal Reference: Idaho Code

Date of Adoption:  
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NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title Classified job-sharing positions

Code No. 402.12

Classified employees who wish to work part-time by sharing a single staff position shall submit a written request to the immediate supervisor. The immediate supervisor will consider the request and make a determination based on the following conditions:

1. Certain positions are not appropriate for job-sharing consideration. Generally, positions requiring a high degree of daily communication between supervisor and employee, or between employees, are not suitable for job-sharing.
2. The nature of communications required by the position may not allow for job-sharing.
3. A job-sharing arrangement will be reviewed annually for approval by the immediate supervisor. If the supervisor changes, the job-sharing request must be submitted for approval by the new supervisor.

If it becomes evident that job-sharing has created a problem with accountability, supervision, or evaluation, the job-sharing arrangement shall cease and the position filled with one employee.

If one of the job-sharing partners is absent, the other partner may be expected to be the substitute on a compensated-time basis that must be worked out between the two partners, so that there is no need for a substitute, except in cases of emergency. In emergency cases, or long-term absence, another substitute may be necessary.

Should one of the partners quit before the end of the school year, the other partner will be expected to assume full-time responsibilities until a suitable replacement is found.

Work hours in a shared position must be consecutive and regularly established, as in half-days all week, or Monday through Wednesday for one partner, Thursday and Friday for the other.

Whenever possible, job-sharing should be avoided by dividing a position into two part-time positions with no overlap between them.

Salary and benefits of job-sharers will be prorated according to percentage of full time work. Employees must work 20 hours or more per week on a regular basis to qualify for benefits.

Sick leave and personal leave for those eligible will accrue and accumulate based on percentage of FTE.

Conditions for part-time positions created according to school need rather than at the request of employees are not subject to the limitations described above, and will be handled separately.

Legal Reference: Idaho Code

Date of Adoption:

11-18-2010

NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title: Evaluations

Code No. 402.13

Evaluation is that process of assessing employee performance for the purpose of making administrative decisions regarding the reemployment, reassignment, promotion, or termination of personnel. In addition, feedback will be provided to the employee for the purpose of self-improvement.

Every classified employee shall be evaluated annually.

Classified employee evaluations shall be made in writing, on the form approved by the Board of Trustee. Both the immediate supervisor and the employee shall sign the written evaluation and discuss said evaluation with the Head of School or supervisor.

Employees who disagree with the evaluation may submit a statement of rebuttal that shall be attached to the evaluation.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title Duties, responsibilities, probationary status

Code No. 402.20

WORKING HOURS

Hours and daily work schedule will be determined by the immediate supervisors and Head of School and will be so indicated in the adopted job description.

Secretaries, bookkeepers, teacher assistants, and office staff will work up to eight (8) hours per day unless otherwise directed. Daily work schedule will be determined by immediate supervisors and will be so indicated in the adopted job description.

All scheduled working hours are exclusive of lunch breaks. The school will follow rules and regulations of the Fair Labour and Standards Act (FLSA). To remain in compliance, supervisors must monitor work schedules to assure that no employee works in excess of normal scheduled hours except as provided for in policy.

For other administrative rules governing classified employees, refer to the classified employee handbook and policy Section 402.

PROBATIONARY PERIOD

All new classified employees will be hired on a 167 work-day probationary period. The Head of School or supervisor shall provide a written evaluation of the new employee's performance as exhibited during this probationary period. The employee will be notified whether employment will be continued beyond probation or terminated.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title Resignations, Retirement, Suspension, and Dismissal

Code No. 402.21

RESIGNATIONS

Employees shall give 15 days' notice for release from a position or remain until a satisfactory replacement can be secured.

RETIREMENT

Retirement policies are established by State of Idaho public employee policies. **SEE MANUAL "PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO."**

SUSPENSION AND DISMISSAL

Classified personnel may be suspended with or without pay for disciplinary reasons as determined by their immediate supervisor or Head of School. Such suspension shall be in writing, setting forth the reason(s) for the suspension and informing them of their right to file a grievance with the appropriate supervisor, following the procedures as outlined in policy Code No. 402.50.

A classified employee's immediate supervisor or Head of School may dismiss said employee. Such dismissal shall be in writing, setting forth the reason for dismissal, and informing the dismissed employee of his/her right to file a grievance with the appropriate supervisor, following the procedures as outlined in policy Code No. 402.50.

Legal Reference: Idaho Code

Date of Adoption:

11-18-2010



NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title: Compensation Time

Code No. 402.30

Compensation time policy covers unanticipated increases in the regular workload of employees. This policy allows compensation time off with pay equal to one and one-half times the hours worked in excess of 40 hours per week.

ELIGIBILITY

Regular, full-time employees working in excess of 40 hours per week, with advance authorization of the Head of School, are eligible for compensation time.

PROCEDURE

All compensation time must be authorized in advance by the Head of School or supervisor. Hours approved for compensation time off must be recorded on the time card and initialled by the Head of School and supervisor.

USING ACCRUED COMPENSATION TIME

Employees who are absent on compensation time off will not be provided a substitute unless authorized by the Head of School. Compensation time usage must be recorded on the time card, initialled by the Head of School or supervisor.

LIMITATIONS

Employees working less than 240 days may accrue up to 3 days or 22.5 hours of compensation time. Employees working 240 days or more may accrue 40 hours or 5 days of compensation time. Head of Schools and supervisors are responsible for administering and enforcing the compensation time maximums. Compensation time may not be carried forward into the next school year; all compensation time must be used by June 30 by taking all remaining comp. time. Compensation time may not be accrued 30 days prior to the employee's last work day.

Legal Reference: Idaho Code 29 U.S.C. 201, ET SEQ

Date of Adoption:

11-18-2010

NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title Fringe Benefits & Salary

Code No. 402.40

Vertical advancement on the salary schedule is limited to full time employees. It will consist to one step per year and will be based on an employee receiving a satisfactory evaluation. It is not automatic and occurs only through action by the board of trustees.

Placement up to six (6) years on the salary schedule will be granted if the new hire employee provides documentation of work experience following the criteria as outlined below:

- Work experience must be related to the particular job assignment.
- Work experience must have occurred within the last seven (7) years.
- Work experience must be at the same education level (elementary, middle, or Senior), if applicable.
- Documentation must be on official or business letterhead from the previous employer(s).
- Documentation should include years of service and job responsibilities.
- Documentation should be submitted to the Personnel Department at the School Office.
- Work experience must exceed half time for eligibility.
- Documentation must be received in the Administration Office within three months from the time employee begins working. It is the employee
- responsibility to provide documentation.

Head of School will evaluate eligibility for work experience in related fields. If experience step(s) are granted, the hourly increase will be retroactive. If the positions are similar in responsibility and meet the criteria in a, b, and c above, the employee may retain their years of experience.

Terms and conditions of salary in this policy supersede all previous salary schedules. There are no other agreements or understandings not contained in this policy and all communications, understandings, agreements - expressed or implied - not embodied here shall be and are null and void and of no legal or enforceable effect.

Nothing in this policy shall restrict the school's right to contract or subcontract out work currently being performed by members of the classified staff.

Employees new to the school will be placed on the proper salary schedule by the Head of School. Positions must have a job description and then be assigned to a salary schedule after review by the Head of School.

For salary schedules, refer to APPENDIX A.

FRINGE BENEFITS

North Star Charter School contributes an agreed upon percentage of the monthly premiums for health and accident insurance, dental care insurance, term life insurance and long term disability for the eligible classified employees. Enrolment in this program is not automatic; each qualified new hire must enrol in the program and make coverage choices during the first month of employment. Enrolment forms are

available at the office. Enrolment data changes may be made during the month of December of the current year.

Benefits will be paid for permanent full time classified employees who are hired under terms of the school and hired to work more than five (5) continuous months. The following are minimum requirements to qualify as full time:

- Assistants: at least 7.5 hours/day (excluding lunch)
- Custodians, maintenance: 8 hours/day (excluding lunch)
- Office staff: 8 hours/day (excluding lunch)

Employees who work less than four (4) hours per day, noon-duty assistants, crossing guards, and overcrowded classroom assistants are not eligible for fringe benefits.

Employees who work fewer than the minimums given for full time employment and who work 20 hours or more per week, will receive Public Employees Retirement Benefits (PERSI).

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
CLASSIFIED PERSONNEL  
Series 400

Policy Title Grievance procedure

Code No. 402.50

A grievance is defined as a written allegation of unfair treatment or an alleged violation of school policy. A noncertified employee of the school may file a grievance regarding any matter relating to his or her employment, with the following two exceptions:

1. Rate of salary or wage of the employee
2. A decision to terminate an employee for cause during the initial 180 days of employment

A noncertified employee who has completed 180 days of employment and feels there is cause shall submit a grievance, in writing, to the immediate supervisor within six (6) days (all days referenced in this document mean business days) of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought. Within six (6) days of receipt of the grievance, the immediate supervisor shall arrange for a meeting to take place. The appropriate supervisor shall provide a written response to the employee within six (6) days after the meeting. Such answer shall include the reasons upon which a decision was based.

If the noncertified employee is not satisfied with the response of the immediate supervisor, or if there is no response from the supervisor within the time allowed, the employee may appeal the grievance to the Head of School or Head of School's designee within five (5) days of receipt of the response or within five (5) days from the date the supervisor last had to respond. Within six (6) days of the employee's appeal, the Head of School or designee shall communicate with the noncertified employee in an effort to resolve the appeal. Within five (5) days of the communication, the Head of School or designee shall provide a written response to the employee.

If the noncertified employee is not satisfied with the response of the Head of School or designee, or if there is no response by the Head of School or designee within the time frame provided herein, the employee may request a review of the grievance by a hearing panel convened by the Board of Trustees within five (5) days of receipt of the response or within five (5) days from the date the superintendent last had to respond.

Within ten (10) days of receipt of an appeal, the Board of Trustees shall convene a panel consisting of three (3) persons, according to the following formula:

- one (1) person designated by the Board of Trustees
- one (1) person designated by the employee\*
- one (1) person agreed upon by the above appointed members

\* Individual filing the grievance cannot serve as the designee of the employee 52

The panel shall review the appeal. Within five (5) days following the completion of the review, the panel shall submit its decision in writing to the employee, the Head of School, and the Board of Trustees.

The panel's decision shall be the final and conclusive resolution of the grievance unless the Board of Trustees overturns the panel's decision by resolution at the Board of Trustees' next regularly scheduled public meeting or unless, within 42 calendar days of the filing of the Board's decision, either party appeals to the district court in the county where the school is located. Upon appeal of a decision of the Board of Trustees, the district court may affirm or set aside the decision and remand the matter to the Board of Trustees upon the following grounds:

the findings of fact are not based on any substantial, competent evidence.

or

the Board of Trustees has acted without jurisdiction or in excess of its powers.

If the grievant becomes non-responsive for a period of ten (10) days during the grievance process, the grievance shall become null and void.

Legal Reference: Code of Idaho 33-517

Date of Adoption: 11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Family and Medical Leave Act

Code No. 403.10

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 work weeks of unpaid, job-protected leave each year for specified family and medical reasons. An eligible employee is defined as an individual who:

1. Has been employed by the school for at least twelve (12) months; and
2. Has been employed for at least one thousand two hundred fifty (1,250) hours of service during the twelve-month (12-month) period immediately preceding the commencement of the leave; and
3. Is employed at a worksite where fifty (50) or more employees are employed by the school within seventy-five (75) miles of the worksite.

For the purpose of determining eligibility for FMLA, this school will calculate the “twelve-month (12-month) period immediately preceding the commencement of the leave” as a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

FMLA leave may be taken by an employee for any of the following reasons:

1. To care for the employee’s child after birth or placement of a child with the employee for adoption or foster care;
2. To provide care for the employee’s spouse, child, or parent, who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the employee’s job.

An employee must promptly advise Head of School, in writing as soon as the employee becomes aware that he/she is, or will become, temporarily unable to work for any medical reason (pregnancy, personal or family serious health condition) **for more than ten (10) consecutive days**. The employee must also inform Head of School of the anticipated commencement date and duration of his/her inability to work. In addition, intermittent leave or reduced scheduled hours leave may be requested where medically necessary due to a serious health condition.

EFFECT ON PAY AND BENEFITS

FMLA leave is unpaid leave; however, the employee must take any accrued paid vacation days, personal days, or sick leave to which he/she is entitled. Use of sick leave must comply with school policy. For example, if he/she has accrued two weeks of paid vacation leave, his/her first two weeks of FMLA will also count as paid vacation leave, and he/she will receive his/her accrued vacation pay for that period.

If the employee takes a leave of absence which he/she or the school designates as “FMLA”, his/her health benefits (medical & vision, dental) will continue on the same terms and conditions as if he/she were actively at work. The school will continue to pay its share of the benefits. The employee will continue to pay his/her share of the benefits. The school will provide any necessary notice of termination of such insurance coverage due to the employee’s failure to pay his/her portion of the premium or the employee’s request for termination of coverage. Such notice will be provided at least fifteen (15) days prior to the termination of coverage.

North Star Charter School is in compliance with the Family and Medical Leave Act (Appendix A and B) and will follow the guidelines, rules and regulations.

DEFINITIONS

1. **“child (son or daughter)”** includes biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing *in loco parentis* (in place of parent). The child must be either under 18 years of age or, of over 18, incapable of self-care because of a mental or physical disability.
2. **“parent”** includes a biological parent (not parent-in-law) or someone who stood *in loco parentis* when the employee was a child.
3. **“spouse”** is a husband or wife, including a common-law husband or wife, but does not include a “significant other” or “domestic partner.”
4. **“serious health condition”** is a condition that involves either in-patient care of “continued treatment” by a health care provider.
5. **“Continued treatment”** includes:
  - a. Any three (3) day period of incapacity that involves at least two (2) visits to a health care provider; or a regimen of continued treatment under a health care provider’s supervision;
  - b. Any treatment of incapacity due to pregnancy (including severe morning sickness), even if no treatment is obtained for prenatal care;
  - c. Any period of incapacity due to a chronic medical condition, such as asthma, diabetes, or epilepsy, even if no treatment is obtained
  - d. Any period of absence to receive multiple treatments for restorative surgery or a serious illness such as cancer, severe arthritis, or kidney disease; or
  - e. Any permanent or long-term incapacity (e.g., Alzheimer’s’ or severe stroke), even if no treatment is being provided.

Legal Reference: Idaho Code 29 CFR Part 825

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Leave of Absence With Pay

Policy 403.11

COURT DUTY

School personnel summoned to serve on juries are allowed their regular compensation less whatever pay they may accrue as a result of court duty. This policy also applies to personnel summoned as a court witness because of their school position or summoned as a witness in a criminal trial as a direct result of actually witnessing a crime in progress. Other court appearances may be accommodated through the use of personal leave, leave without pay, or with pay by prior approval of the board of trustees.

ADOPTION LEAVE

Employees may be granted paid adoption leave with prior approval of the board of trustees. The board will determine the number of leave days allowed, depending on circumstances of the adoption case, up to a maximum of 10 working days.

Legal Reference: Idaho Code 33-1216, 33-1218

Date of Adoption:

11-18-2010



NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Leave of Absence Without Pay

Policy 403.12

LEGISLATIVE LEAVE

Any employee may request a leave of absence for the purpose of serving in the State Legislature.

CERTIFIED:

Certified employees granted legislative leave will have their salaries reduced equal to the gross amount of the annual salary paid to legislators.

While on legislative leave, the individual will continue the oversight of their contractual responsibilities as determined by his/her supervisor. For example, a teacher's responsibilities may include:

1. student achievement
2. the development of daily lesson plans
3. meeting with the substitute on a weekly basis
4. the calculation and reporting of student grades
5. communication with parents

ADMINISTRATIVE

Administrators granted legislative leave will have their salaries reduced equal to the gross amount of the annual salary paid to legislators.

While on legislative leave, the administrator will continue to maintain full responsibility for their administrative position. Daily contact at the individual's work location must be maintained. Appointments and meetings that are critical to the administrator's position must take precedence over legislative work.

CLASSIFIED

Classified employees will not receive pay or benefits during legislative leave.

MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law protecting the job rights of persons who leave their jobs voluntarily or involuntarily to undertake military service or service in the National Disaster Medical System. USERRA affects employment, reemployment, and retention in employment, when employees serve or have served in the uniformed services.

Employees who are members of the National Guard or other military reserve units are entitled to leave without pay for the purpose of participating in training or deployment activities. Written requests for military leave shall be submitted to the Head of School immediately after notification of status by the Guard or Reserve. In the event that school daily compensation exceeds military daily compensation, the National Guard and Reserve unit personnel are eligible for limited compensation to the difference between the taxable income they receive from the Guard and Reserve while on approved military leave and their school pay. This compensation is limited to a maximum of three (3) weeks per year. In the event that military pay exceeds school pay, the employee will not receive school compensation. Military leave beyond three (3) weeks shall be leave without school pay.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Misuse of Leave

Code No. 403.13

The board of trustees of North Star Charter School believes that absences from work responsibilities interfere with the quality program the students expect and deserve. The board also realizes there are circumstances that will prevent an employee from being on the job. Absences from work responsibilities are covered by the leaves provided by state statute and school policy and should be used judiciously. Therefore, in the event an employee violates or misuses any leave policy, or misrepresents any statement or condition with respect to the use of the policies, he/she may be subject to a reprimand or termination.

Legal Reference: Idaho Code

Date of Adoption:

11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Reduction in Force

Code No. 403.14

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

The Board shall follow the procedures outlined below when considering a reduction in force. Generally, the reduction in certified employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate certified employees.

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

PROCEDURES

In the event the school modifies programs and services, the number of certified personnel that are required to implement the modified educational programs and services shall be determined as provided below.

1. In an effort to eliminate the necessity of non-renewal or involuntary terminations, every reasonable effort shall be made to ascertain the number of certified positions which will be open for the following school year by reason of normal attrition as outlined below:
  - a. Voluntary and mandatory certified personnel retirements.
  - b. Normal certified personnel resignations.
  - c. Vacant positions will be filled by transferring currently employed certified staff members within the school unless by reason of certification, training, or experience no person is available.
2. The certified staff retained to implement the educational program determined by the Board shall possess such valid State Certificates as may be required for the positions being filled. Certified employees shall be considered qualified in any category or specialty in which they are certified or teaching during the year the reduction in force is announced.
3. Certified employees will be retained for available positions within each category or specialty on the basis of school's affirmative action goals and seniority (years of experience) as a certified employee in education in the school as recorded in the Head of School's office. A seniority list shall be provided to employee upon request. Within each category or specialty the senior employee shall be retained. The categories and specialties are established to allow for the least disruption of the ongoing program. Certified employees will be grouped in certification categories and specialties as follows:
  - a. Elementary Grades K through 5
  - b. Middle School Grades 6 through 8

c. High School Grades 9 through 12

Specialties are defined as normally accepted academic major and/or minor areas.

All certified personnel who are not recommended for retention in accordance with these administrative procedures shall be terminated from employment and placed in an employment pool for one (1) school year for possible re-employment.

Employment pool personnel will be given the first opportunity to fill open positions within the categories or specialties for which they are qualified. If more than one such employee is qualified for an open position based on criteria authorized in this procedure, the most senior employee who was non-renewed shall be the first offered such position. Returning employees shall retain salary placement, service credit and accumulated sick leave.

1. When a vacancy occurs for which a person in the employment pool qualifies, notification from the school to such individual will be by certified or registered mail, or personal contact by the Head of School or designee. Such individual will have five (5) calendar days from posting of the letter or from the date of personal contact to accept the position.
2. If an individual in the employment pool fails to accept a position for which he/she is eligible, such individual shall be dropped from the employment pool.
3. At the end of the school year in which any modified educational program is to be implemented, certified staff members remaining in the employment pool shall be offered a contract for available certified positions for which they are qualified. In the event that there are insufficient vacant positions to offer contracts to all employment pool personnel, the employment pool shall be re-established for one (1) school year.
4. It shall be the employee's responsibility to notify the school in writing of any change of address and also to notify the school in writing prior to October 1st of each year if he/she wishes to remain in the employment pool. Failure to do so shall be interpreted by the school as a desire to be dropped from the pool.
5. Any member of the employment pool who accepts or signs a full-time contract with an educational institution will disqualify himself/herself from the employment pool for that year. He/she will be considered for any open positions for the following year provided he/she complies with item 4 above

Legal Reference: Idaho Code

Date of Adoption  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Salary payments

Code No. 403.20

Salaried employees, except for all hourly employees paid strictly by time cards, will be paid on a 12-month basis commencing on the 25<sup>th</sup> day of September, or on the 25<sup>th</sup> of the month following the hire date.

Employees whose contracts are terminated during the school year shall receive as full compensation a sum to be computed by dividing the number of contract days by the annual salary, this resultant per-day salary to be multiplied by the total number of days worked by the employee.

Certified employees not renewing their contract for the ensuing year will receive their regular June, July, and August salary payments, unless they make written request to the Head of School, prior to June 1. Upon timely request, the June, July, and August salary payments will be included in the June salary payment. NOTE: Tax deductions increase greatly with lump sum payments.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Payroll Deductions

Code No. 403.21

LEGALLY REQUIRED DEDUCTIONS

Legally required deductions include the following:

1. F.I.C.A. (social security) at current legal rate
2. federal income tax at current legal rate
3. state income tax at current legal rate
4. public employees retirement

OPTIONAL DEDUCTIONS

1. Health insurance: The school pays a pro-rated share of regular monthly premiums for qualified employees. In addition, employees have the option to add eligible family members to their medical and dental benefit package, though the school does not pay a share for these additions. Enrolment must take place during the first month of employment. Subsequent to initial enrolment, changes can only be made during the month of December, or when there is a family status or job change.
2. Payroll deductions for the purchase of tax-sheltered annuities such as 403B and the PERSI Choice 401K, 403B Roth after- tax annuities, life insurance, and deferred compensation savings may be made on a monthly basis to vendors approved by the School.
3. Direct deposit of employee monthly payroll checks can be authorized for financial institutions affiliated with ACH (Automated Clearing House).

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Payroll Fees

Code No. 403.22

CHILD SUPPORT WITHHOLDING

The school will collect and retain \$5.00 per collection in addition to the withholding order amount to reimburse administrative costs when ordered to withhold child support from an employee's pay check.

MAILING PAYROLL CHECKS

With administrative approval, an employee may elect to have payroll checks mailed, rather than delivered to the place of employment. The school will deduct \$2.00 per pay check to offset administrative expenses. This fee does not apply to the regular mailing of summer payroll checks or the mailing of substitute teacher's checks.

PAYROLL GARNISHMENT FEE

When ordered by the courts to make a garnishment from an employee's pay check, the school will collect and retain \$10.00 per collection in addition to the amount of garnishment specified, in order to reimburse administrative costs.

Legal Reference: Idaho Code

Date of Adoption  
11-18-2010



NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Workers Compensation

Code No. 403.23

All employees are covered by Workers Compensation Insurance under the State Insurance Fund. All cases covered by workers compensation will be treated in accordance with policy established by the state of Idaho.

REPORTING CLAIMS

Claims are filed through the school office. Accident report blanks are available at the same office. Any accident to a school employee covered under the State Insurance Fund should be reported immediately, whether or not medical attention appears necessary at the time of the accident. The supervisor or Head of School is responsible for submitting a report to the Board of Trustees, providing details of the accident and disposition of the case.

LEAVE OPTION

In the event of a disability incurred on the job covered by workers compensation, the employee shall be given the choice of either: 1) leave of absence without pay while receiving workers compensation; or 2) utilizing a portion of accrued sick leave to supplement workers compensation to maintain his or her regular salary.

If option one (1) is chosen, the following will take place:

1. Employee will keep his/her workers compensation check.
2. The school will continue to pay its share of single coverage insurance for full-time employees. For any employee working less than full time, the school will continue to pay the prorated single coverage insurance premium that the employee has previously been receiving.
3. Employee will be responsible to make all necessary arrangements with Head of School to continue any other payroll deductions. Failure to do so will result in automatic cancellation.

If option two (2) is chosen, the following will take place:

1. Employee will keep his/her workers compensation check.
2. Subsequent payroll checks will be adjusted as described in this policy.
3. Once all sick leave has been used, employee will automatically go on Leave Without Pay. At this time, employee must follow guidelines as described above in Option I.

ACCOUNTING PROCEDURE

Sick leave pay is taxable, whereas workers compensation pay is not. These procedures will serve to adjust for the non-taxable portion of the employee's pay and reimburse the employee's sick days.

In the case of injuries that result in workers compensation claims, there is often a considerable time lag between date of injury and settlement due to processing, investigation, doctor's examinations, etc. Because of this delay, and not knowing whether the claim is compensable, the school normally continues to pay the employee's salary and benefits, from the employee's available sick leave account until it has been exhausted.

Once sick leave has been exhausted, the employee's only salary compensation will come from the State Insurance Fund. The school will continue to pay its portion of single health, dental and life coverage

benefits for the balance of the employment year. The employee will need to make arrangements for coverage for family benefits and other deductions.

If and when the employee receives a workers' compensation check, the school will receive a copy of that check from the State Insurance Fund. Rather than have the employee return the workers compensation check to the school, the employee's subsequent payroll check(s) will be adjusted based on the copy of the workers compensation check the school receives. This money shall be used by the school to credit (or buy back) the employee's sick leave days, equivalent to the nearest half day that this money would buy, computed at the employee's daily rate of pay.

It is illegal under the law governing workers compensation for the combined workers compensation payment and school payment to the employee for the work time loss to exceed the amount the employee would have been paid had she/he not been injured. Should the total compensation received exceed the employee's normal earnings, it will be necessary to adjust the payroll account accordingly or to implement the necessary collection procedures.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Official Personnel Files

Code No. 403.3

PERSONNEL RECORDS

The official personnel file will be maintained at the school's office. Complaints by students, parents, or patrons directed toward an employee shall not become a part of the employee's personnel file unless such complaints have been first reported to the employee involved. The employee concerned shall be given an opportunity to attach written comments, explanations, and/or rebuttals to any such complaints.

Personnel files are confidential with the exception of information contained in the file pertaining to public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency.

An employee has the right to access his or her own personnel file upon request and shall, in a timely manner, be provided copies of materials contained in the file. However, an employee is not entitled to access letters of recommendation or material used to screen and test for employment.

Working File

Each Head of School may keep for one year a working file folder on each staff member. At the end of the academic year the working file will be purged.

Legal Reference: Idaho Code 9-340; 33-518

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Media Release

Code No. 403.4

The Board of Trustees encourages all employees to assist the school in fostering and maintaining effective media contacts, legal and confidential requirements of the school.

Employees must provide accurate facts and information to the media. Great care must be taken to distinguish between employees speaking as private citizens and speaking in a capacity as school representative or official.

Employees dealing with the media as a school official must have the authority to provide the information. The Head of School is the official authorized to release information dealing with the overall building and its related concerns. Any person other than the Head of School must have the Head of School's authorization to release such information.

Official press releases of a school-wide nature or dealing with a controversial subject matter must either be initiated by the Head of School's office or be cleared by that office prior to release. Information that will likely result in follow-up requests for information should also be released only after the Head of School has been informed... If circumstances do not permit prior notification, the Head of School should be contacted immediately thereafter.

The school recognizes that the nature of some school positions requires response to media requests and interviews. Employees such as coaches, activity trustees, and supervisors shall respond to such requests for information in a clear, concise, and positive manner.

Nothing in the above stated policy restricts an individual from speaking in an individual capacity, as long as it is made clear that the individual is speaking as a private citizen not representing or reflecting the school in any manner.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Staff Conduct

Code No. 403.50

All staff members have a responsibility to be familiar with, and abide by the laws of the state as they affect their work, the policies of the board and the regulations designed to implement them.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the board and regulations of the school administration.
3. Diligence in submitting required reports promptly at the time specified.
4. Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to insure that students are supervised.
5. Provide a healthy learning environment and appropriate role models for students by refraining from the use of tobacco in school buildings or on school grounds; on school buses; or, in the presence of students at any school activity sponsored by the school or in any facility of North Star Charter School.
6. Keep in confidence information that has been obtained in the course of professional service.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Outside Employment

Code No. 403.51

North Star Charter School not object to outside employment and the intent is not to infringe on personal freedom or to discourage its employees from business ventures or entrepreneurial endeavours. However, employees are expected to maintain their primary obligation to the school.

All school employees should consult and follow the *Code of Ethics of the Idaho Teaching Profession, Principle I - Commitment to the Student, Item 6, and Item 8*, which state:

*Item 6. Idaho educators shall refrain from using professional relationships with students for personal advantage.*

*Item 8. Idaho educators shall not tutor students assigned to one's classes for remuneration, except when specifically approved by the board of trustees.*

In reference to administrators, counsellors, school psychologists and such other employees assigned to the building, the board of trustees interprets "assigned to one's classes" to include all students enrolled in the employee's assigned school(s).

**School Employees CANNOT:**

1. Allow outside employment or a business venture to interfere with their performance, duties, or responsibilities, infringe upon the school day or contracted year, or interfere with the effectiveness of school work.
2. Utilize school facilities, equipment, or materials for personal monetary gain in any outside business, employment, or venture.
3. Direct subordinates or students to utilize specific products or services from which they will derive personal monetary gain.
4. Engage in outside employment or activity, which may involve the use of information and/or materials secured as the result of employment in the school.

**Exceptions to this policy are as follows:**

1. Board approved programs such as summer athletic camps and summer academic camps.
2. Private lessons, such as music lessons, tutoring or other enrichment activities that are clearly beyond the scope of the regular curriculum or school day.

If there is any doubt about whether any activity, business, employment, or venture is in conflict with the official duties and responsibilities of the employee, it is the responsibility of that employee to consult and obtain approval from their supervisor.

Legal Reference: Idaho Code

Date of Adoption:

11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Merchandising

Code No. 403.52

No employee shall sell or offer to sell to students, parents, or guardians any service or merchandise except under such rules and regulations that shall be adopted by the board of trustees.

No employee shall refer any student to any specific commercial source regarding a purchase of items to be used in school activities, including sports for which there is any pecuniary interest by that employee. Any deviation of this policy requires approval from the school administration.

Legal Reference: Idaho Code

Date of Adoption:

11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Employee's personal property

Code No. 403.53

Employees are cautioned to take special care with personal property, as the school does not assume liability for lost, stolen, or damaged personal items. Unless specifically authorized by a board-adopted written policy, the school is not responsible for personal property such as books, tools, equipment, clothing, eyeglasses, or other such personal items, which employees may bring to or use upon school premises.

Employees shall not be required to use personal tools or equipment to perform job responsibilities except with special board authorization.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010



NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Nepotism

Code No. 403.54

DEFINITION:

For the purpose of this policy, “relative” shall be defined as:

Father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law.

For the purpose of this policy, “supervise” shall be defined as:

The authority to recommend or approve the relative’s appointment, promotion, salary, evaluation, termination, or other similar personnel action.

To avoid a conflict of interest, at no time shall any administrator/supervisor be responsible for the supervision and/or evaluation of any employee directly related to him/her. No school employee shall directly supervise another employee who is a relative when the salary, wages, pay, or compensation of the relative will be paid from public funds. The school employee shall not evaluate the relative’s job performance or recommend salary increases for the relative.

Legal Reference: Idaho Code

Date of Adoption:

11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Protection of Students

Code No. 403.55

The board of trustees North Star Charter School believes in the worth and dignity of all students. school personnel have an obligation and duty to protect and safeguard every student. All school employees are directed by the board to:

1. Conduct business in such a way that he/she does not expose or subject students to unnecessary embarrassment or disparagement.
2. Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
3. Neither refrain from excluding any student on the grounds of race, colour, creed, or national origin from participating in or denying him/her benefits under any program nor grant any discriminatory consideration or advantage.
4. Protect students from conditions detrimental to learning, and safeguard the physiological and/or psychological well-being of all students.

PROCEDURES:

1. School employees should respond in a positive and protective manner when students confide in them and/or provide information that is considered important for the employee to know.
2. Employees should relay information given to them by students to the appropriate resource, such as an administrator, counsellor and/or supervisor, parent, the health and welfare agency, etc. Such information will be released to other individuals only on a "need-to-know" basis.
3. Employees should not discuss the situation or the information disclosed with other students or in the presence of students. Every effort should be made to ensure that students are always protected from embarrassment, harassment, and/or ridicule.
4. Reports of inappropriate disclosure of confidential information will be investigated by a review panel convened by the appropriate supervisor.

Legal Reference: Idaho Code 33-1254; Code of Ethics of the Idaho Teaching Profession

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Fingerprinting/Criminal Records Check

Code No. 403.56

All employees hired by North Star Charter School shall be required to submit to Federal Bureau of Investigation and Idaho State Department of Education criminal background history records (hereafter "Reports") and fingerprinting.

The school shall begin the employment of an individual on a probationary basis pending the return and disposition of such Reports.

Fees for the fingerprinting/criminal records Reports as required by Idaho Code 33-512, Governance of Schools, shall be paid by the individual.

Any individual required to submit to fingerprinting and criminal records check and in accordance with state statutes who refuses or fails to submit to fingerprinting and consent to the check shall be immediately terminated from employment or consideration of employment.

Classified Personnel:

The State Department of Education will notify the school if they receive a Report for a classified employee and provide the school, and the employee, with a copy of the same. Upon recommendation of the administration, the board of trustees will evaluate and make a decision as to whether the classified employee will continue as a school employee or be terminated based upon school policy.

Certified Personnel:

Certified staff members will be notified by the State Department of Education and the school will be notified of a pending decision. Although the State Department of Education does not provide the school with the Report for certified personnel, the Professional Standards Commission will determine continued eligibility for employment and will notify the school of that determination.

Date of Revision: Legal Reference: Idaho Code 33-130, 33-512

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Receipt of FBI Investigation and Idaho State  
Dept. of Education Criminal Background History

Code No. 403.57

REPORTS CONCERNING PERSONNEL

The board of trustees of North Star Charter School recognizes as a high priority the well-being and safety of our students. Through legislation, schools are required to submit fingerprints on all employees hired after July 1, 1991 to the State Department of Education for state and federal criminal background checks. The procedures outlined below will be followed when the school receives criminal history reports on school employees.

PROCEDURES:

1. Reports shall be received in the school office and shall be held in the strictest confidence.
2. The Head of School shall review each report and will make a recommendation to the board of trustees to continue to employ, initiate appropriate personnel action against, suspend, or terminate the classified employee.
3. In the event the criminal background check reveals any conviction, finding of guilt, withheld judgment, or suspended sentence for any of the felony crimes set forth in Idaho Code section 33-1208, the employee shall be subject to immediate termination.
4. Upon receipt of a criminal history report, the administration shall review the employee's application for employment to verify the information disclosed by the employee. Any employee found to have provided false or misleading information, or having failed to disclose any criminal history as requested, may be subject to termination, suspension, or other appropriate personnel action.
5. A letter requesting clarifying information will be sent to the employee. The information provided by the employee will help determine the administrative recommendation to the board of trustees.
6. A letter identifying the decision of the board of trustees shall be sent to the employee.
7. In the event of termination, an employee may request in writing his/her final payroll check. Upon receipt of the written request, the employee shall be paid within 48 hours of receipt of such request, weekends and holidays excluded; however, without the request, final payment shall be made by the earlier of the next regularly scheduled payday or within ten (10) days of the next regularly scheduled pay period.

Legal Reference: Idaho Code 33-512 and 33-130

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Employee alcohol & other drugs

Code No. 403.7

Employees are prohibited from using, possessing, distributing, dispensing, or manufacturing illegal drugs, paraphernalia, or alcohol on school premises or at any school activity. Employees are further prohibited from being under the influence of illegal drugs or alcohol on school premises or at any school activity. The use of legal or prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Definitions:

1. **Use:** The use, possession or distribution of illegal drugs or the abusive use of other drugs, or the use of alcohol on school premises, or school property during contract hours or at any school activity (see definition, 9).
2. **Possession:** To have alcohol or other illegal drugs other than as prescribed to the employee by a medical doctor on the employee's person or within an area of the employee's control including but not limited to car, locker, and clothing at the work place.
3. **Distribution:** To share and/or sell alcohol or other dangerous drugs to other persons at the work place. This includes, but is not limited to, illegal drugs and alcohol but also the sharing of prescription medications with an individual(s) to whom the medication was not prescribed by a medical doctor."
4. **Illegal Drugs:** Any controlled substances defined by Idaho Code Section 37-2701 or any other substance, including prescription drugs, which is used to alter or change the mood cognition, comprehension or functioning capacity of an individual, anabolic steroids, or any other performance enhancement drug. The term "illegal drugs" does not include over the counter drugs or drugs prescribed by a doctor or dentist specifically for the person in possession of those drugs when used as prescribed.
5. **Under the influence:** This definition covers not only all well-known and easily recognized conditions and degrees of intoxication but any abnormal mental or physical condition which is the result of indulging to any degree in unlawful alcohol, illegal drugs, or the abuse of prescribed drugs, and which tends to deprive one of that clarity of intellect and control of himself/herself which is/she would otherwise possess. This definition is not intended to represent the legal definition of a certain percentage of blood content or BAC, but rather is intended and interpreted in nonprofessional's term.
6. **Unlawful Alcohol:** Any alcoholic beverage as defined by Idaho Code 23-105 and 23-1001.
7. **Unlawful Alcohol Use:** The use, possession, or distribution of alcohol on any school premises or at any school activity.
8. **Violations:** The commission of an act of illegal drug use, abuse of a legally prescribed drug or unlawful alcohol use by a school employee. Positive evidence that the employee is involved in

9. use, possession, or distribution of alcohol or other drugs. Having alcohol on one's breath is not appropriate in the work place or at school-sponsored activities and will support evidence of use or being under the influence.

#### DISCIPLINARY ACTION

Any employee who violates the terms of the school's drug and alcohol policy may be subject to disciplinary action including, but not limited to, discharge, suspension, and/or referral for drug and alcohol abuse evaluation and rehabilitation at the discretion of the board.

Notwithstanding the above paragraph, anyone charged with driving a school-sponsored, and/or a school-owned vehicle will be suspended from all duties pending investigation when reasonable suspicion exists that the driver may be under the influence of illegal drugs or alcohol. Drivers who use or who are under the influence of alcohol or illegal drugs as defined by this policy will be terminated and the board or designee will recommend license revocation to the Idaho Department of Transportation.

#### FIRST OFFENSE

If an employee violates this policy, with the exception of those listed above, the employee will be suspended from work for three (3) days without pay. Additionally, if it is determined that the violation was detrimental to the health and safety of school personnel or students, or resulted in the employee being unable to perform job duties, the employee may be terminated.

The employee must, before returning to work, agree to have a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a certified alcoholism/drug abuse counsellor, at the employee's expense. The employee must agree to follow the recommendations of the counsellor, and is responsible for providing the School notice of their activities in meeting these responsibilities as well as the recommendations; this notice will be confidential under HIPAA. If it is determined that the employee is not following the treatment recommendations, the employee will be terminated.

In the event that the health, welfare, and safety of students, employees, volunteers or visitors has been adversely affected by the employee's offense, the employee will be immediately terminated.

#### SECOND OFFENSE

When an employee violates the policy for a second time, the employee will be terminated.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Harassment

Code No. 403.61

It is the policy of this school to maintain an environment that is free from harassment. All employees have the right to work in an atmosphere that promotes equal opportunities free from all forms of discrimination and conduct that could be harassing, coercive, or disruptive.

School employees are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, colour, national origin, age, religious beliefs, ethnic background or disability;
2. Prohibited from displaying graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, colour, national origin, age, religious beliefs, ethnic background or disability;
3. Prohibited from sexually harassing other employees, students or visitors of the school;
4. Required to report to his/her supervisor, or the Head of School any harassment of which the employee becomes aware; and,
5. Required to take immediate action to discipline and/or report students who engage in conduct which may be reasonably considered constituting harassment of another student.

This policy applies to all conduct on the school's premises and to conduct off the school's premises that has an effect upon an employee's work environment or a student's educational environment.

As deemed appropriate, the school will provide training to employees regarding harassment and will take reasonable steps to take remedial action to stop harassment and prevent its recurrence.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favours, unwelcome physical contact or other verbal or physical conduct of a sexual nature when:

1. The employee's submission to such conduct is made either as an implicit or explicit term or condition of employment (including but not limited to wages, evaluation, advancement, retention, assigned duties or other employment-related matters);
2. Submission to or rejection of such conduct is used as a basis for decisions affecting employment or educational decisions affecting the individuals;
3. Such conduct by supervisors, other employees, or volunteers has the purpose or effect of unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile, or offensive work or educational environment.
4. Examples of sexual harassment include, but are not limited to, the following;

- a. **Verbal conduct** includes sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions and threats, negative comments regarding an individuals' gender;
  - b. **Nonverbal conduct** includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting noises, obscene gestures, whistling, leering, and stalking;
  - c. **Physical conduct** includes unwanted physical contact such as touching, pinching, brushing the body, coerced sexual intercourse or assault;
5. No employee may use the authority of his or her position to subject any other employee to sexual harassment, as described above, or to coerce, encourage or force another into a romantic relationship.

#### REPORTING A COMPLAINT

Individuals who believe they are being harassed should firmly and promptly notify the offender that his or her behaviour is unwelcome. When a direct communication with the alleged harasser is not feasible or effective, the following steps should be followed when reporting a harassment complaint:

1. The individual may choose to report the complaint to his or her supervisor or to the Head of School.
2. If the supervisor successfully resolves the complaint in an informal manner, a confidential report will be made to the Head of School about the complaint and resolution so that the school may determine if any pattern of harassment by any particular individual exists.
3. If the supervisor is unable to resolve the complaint, the complaint will be referred to the Head of School.
4. If the individual chooses not to report the complaint to his or her supervisor, the individual may report the incident directly to the Head of School. If the complaint in any manner involves the Head of School, the individual should report the complaint to the Executive Director.
5. An employee, at any time, may file a sexual discrimination or harassment claim with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC).

#### PROTECTION AGAINST RETALIATION

The school will not retaliate in any way against an individual who makes a report of harassment, in good faith, nor will it permit any school employee to do so. Any person found to have retaliated against another individual for reporting an incident of harassment, in good faith, may be subject to the same disciplinary action provided for harassment offenders. Individuals who are not complainants but who assist individuals who believe they have been subjected to harassment or who assist or participate in an harassment investigation are also protected from retaliation.

#### INVESTIGATION OF HARASSMENT COMPLAINT

1. Any allegation of harassment, including sexual harassment, will be promptly investigated in a confidential manner to protect the privacy of all individuals involved.



2. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
3. Complaints not resolved at the immediate supervisory/administrative level will be investigated by the Head of School.
4. Upon completion of the investigation of a harassment complaint, the investigator will communicate his/her finding to the Head of School. If the complaint in any manner involves the Head of School, the investigator's finding will be submitted directly to the Board's Executive Director.
5. The school will keep and maintain a written record including, but not limited to, witness statements, investigative reports, and correspondence from the date any allegation of harassment is reported to school personnel. The information in the written record will also include the action taken by the school in response to each allegation. The record will be kept in the school's administrative office and will not, at any time, be purged by school personnel.
6. If the findings of the investigation determine that harassment has occurred and that suspension, probation, or dismissal is warranted, the board will be informed of the findings in executive session, and the record will be maintained in the personnel file.

#### DISCIPLINARY ACTIONS

When it is brought to their attention, administrators and supervisors must take affirmative steps to stop harassment by subordinates or non-employees, including, warning, discipline and recommending possible probation or dismissal.

If the investigation finds that an employee has harassed another employee or a student, disciplinary actions may include probation, suspension, and/or dismissal from employment. In addition, documentation regarding the disciplinary action will be placed in the employee's personnel file.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title Child Abuse/Neglect Reporting Requirements

Code No. 403.62

According to Idaho Code 16-1619 **any person, including school personnel**, having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or to the Department of Health and Welfare.

DEFINITIONS

Idaho Code 16-1602 defines “abused,” “abandoned” and “neglected” as follows:

“**Abused**” means any case in which a child has been the victim of: conduct or omission resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, sub-dural hematoma, soft tissue swelling, failure to thrive or death, and such condition or death is not justifiably explained, or where the history given concerning such condition or death is at variance with the degree or type of such condition or death, or the circumstances indicate that such condition or death may not be the product of an accidental occurrence; or sexual conduct, including rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child’s health or welfare or mental injury to the child.

“**Abandoned,**” means the failure of the parent to maintain a normal parental relationship with his child, including but not limited to reasonable support or regular personal contact.

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

INVESTIGATION

According to the Attorney General Opinion 93-2, the Idaho Department of Health and Welfare Child Protection Services employees have the authority and specialized training to investigate reports of suspected child abuse, abandonment, and neglect. During a child abuse investigation members of the Department of Health and Welfare are acting in a law enforcement capacity. The authority of the Idaho Department of Health and Welfare to investigate reports of child abuse, abandonment, and neglect includes the ability to determine who may be present and/or participate in the interview process. Interviews of suspected victims of child abuse, abandonment, and neglect without parental consent or notification do not violate the parent’s rights to privacy. It is the responsibility of the Department of Health and Welfare to notify parents of an investigation and/or interview.

IMMUNITY

Any person who has reason to believe that a child has been abused, abandoned, or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in section 16-1619, Idaho Code, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any such judicial proceeding resulting from such report. Any person who reports in bad faith or with malice shall not be protected by this section. (Idaho Code 16-1620)

FAILURE TO REPORT

An employee may be subject to disciplinary action up to and including termination for failure to report or preventing a school employee from reporting a suspected case of abuse, abandonment, or neglect to the Department of Health and Welfare or local law enforcement.

Legal Reference:

Idaho Code I.C. §16-1602, I.C. §16-1619, I.C. §16-1620 93-2 Attorney General Opinion

Date of Adoption:

11-18-2010

NORTH STAR CHARTER SCHOOL  
STAFF PERSONNEL  
Series 400

Policy Title IX-Non-discrimination Policy

Code No. 403.7

GENERAL STATEMENT OF POLICY

The affirmative action policy of North Star Charter School, for non-discrimination on the basis of gender, is based upon Title IX of the Education Amendments of 1972 and regulation promulgated thereunder by the United States Department of Health, Education and Welfare (Part 86, Title 45, U. S. Code, printed also in U. S. Federal Register, Vol. 40, No. 108, Wednesday, June 4, 1975, as amended) hereinafter referred to as Title IX.

This policy provides that “No person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

The board of trustees of this school intends to comply with the provisions of Title IX with the general policy that discrimination based on sex in any educational program or activity of this school is not to be permitted. Exceptions to equal treatment will only be allowed where necessary to accomplish a specific purpose that does not infringe upon essential equality or fundamental fairness in the treatment of students or employees of this school.

APPLICATION OF POLICY

This policy prohibits any persons acting in the name of and/or on behalf of this school from acting in a manner that excludes participation in, denies benefits from, or discriminates in any educational program because of the gender of a student or employee. This prohibition applies to all educational programs and activities conducted by this school.

POLICY ENFORCEMENT

To ensure compliance with this policy, the superintendent shall designate the Head of School or his/her designee as the compliance officer:

- to coordinate efforts of the school to comply with this policy
- develop and ensure the maintenance of a records required under this policy
- investigate any complaints of violation of policy
- administer the grievance procedure established in this policy
- develop affirmative action programs, as appropriate

GRIEVANCE PROCEDURE

Any student or employee of this school, who believes he or she has been discriminated against, denied a benefit or excluded from participation in any school education program or activity based on gender in violation of this policy may file a written complaint with the compliance administrator designated in this policy.

The compliance administrator shall review the complaint and prepare a written response, which will be mailed to the complainant within ten (10) working days of receipt of the written complaint. A copy of the written complaint and the compliance administrator’s response shall be provided to the superintendent and each member of the board of trustees.

If the complainant is not satisfied with such response, he or she may submit a written appeal to the board of trustees indicating, with details, the nature of disagreement with the response and reasons underlying such disagreement. The board of trustees shall consider the appeal at the next regularly scheduled board meeting following receipt of the appeal. The board of trustees shall permit the complainant to address the board in public or closed session, as appropriate and lawful, concerning the complaint. The board shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

Legal Reference: Idaho Code

Date of Adoption:  
11-18-2010

Joint School District No. 2, Meridian  
STAFF PERSONNEL  
Series 400

Policy Title Military Preference

Policy No. 403.8

Veteran's preference is to honour those citizens who have served their country in active duty by providing veterans a more favourable competitive position for government employment. Veteran's preference requires public employers to provide additional consideration for eligible veterans, disabled veterans, Purple Heart recipients or the widow or widower of such individuals who have not remarried. This law does not guarantee the veteran a job.

Notice will be on all school applications and job announcements that Veteran's Preference will be for eligible veterans. An eligible veteran is entitled to preference over other applicants who are *equally* qualified on an *initial* appointment or hiring with an individual school district. "Eligible veterans are provided advantages in public employment in Idaho, including preference for initial employment and retention in the event of layoffs...in all public employment, excluding key employee positions..." (Idaho Code 65-501).

Applicants for the preference are responsible to provide verification and documentation of their eligibility by providing form DD214 from the Department of Defence.

The school may refuse acceptance of an application for an otherwise qualified veteran if the veteran is deemed to be unqualified through his duties or actions. Examples of such actions include dismissal for cause from a public entity, a felony conviction, or conduct unbecoming a public employee. Such refusal must be for good cause and it can be appealed pursuant to Idaho Code Section 65-506.

A veteran who believes he or she was denied a right or benefit under these provisions may file an appeal with the board of trustees within thirty-five (35) days of the alleged denial of preference.

Legal Reference: Idaho Code 65-501; 65-506

Date of Adoption:  
11-18-2010