

Employee Handbook Swan Valley School District #92

2024-2025 School Year

Swan Valley School District Staff:

Included in this document are select policies and practices of Swan Valley School District #92

The information will serve as a guide throughout the school year.

All Swan Valley School District #92 policies and job descriptions can be found on the district website and should be reviewed.

“The Idaho Code of Ethics for Professional Educators” is listed as Swan Valley School District Policy 5280 and must be read annually and adhered by all employees.

Evaluation information are found in Swan Valley School District Policy 5340 for certified staff and 5820 for classified staff

Personnel Policies on the website are located under the 5000 level.

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General Employment Issues

Contracts - Certificated Staff

Contracts with certified personnel shall be in writing and shall state the length of time the contract is in force, the total compensation for the contract period, and the employee's full-time equivalent status together with the scheduled periodic payments. These will be given out in May. Such written contracts shall be in the form approved by the State Board of Education, conditioned upon a valid certificate held by such personnel at the time of entering the duties there under. (Idaho Code 33-513)

All professional employees shall be properly certificated prior to the beginning of each contract or be authorized as required by statutory enactment of the State Department of Education. (I.C. 33-1201 and 33-1207)

If an employee does not have proper certification or approved alternate route by September, the employee's paycheck may be held until proper certification or alternate route is on file.

Issue of Contracts: The School District will send to all certified staff members contracts in May if possible. The employee must sign or reject the contract within fourteen (14) days of the date received.

Resignation Timeline: A staff member may terminate his/her contract by written resignation, which must be on file with the Superintendent on or before July 1st prior to the end of the present contract date. To assist in hiring a suitable replacement, the district requests that certified staff who intend to retire submit their letters as soon as possible.

Should any certified employee desire release from his/her contract after July 20th, the Board will evaluate this request based on the following principles:

1. The validity and necessity of the request
2. The availability of a suitable replacement

Should the Board deny the request and the employee subsequently breaks the contract, the Board will refer the matter to the Idaho State Professional Standards Commission.

Teacher Certification

Credits taken for recertification must be educationally-related to the professional development of the applicant.

- Credits must be specifically tied to content areas and/or an area of any other endorsement; and/or
- Credits must be specific to pedagogical best practices or for administrative/teacher leadership; and/or
- Credits must be tied to a specific area of need designated by district administration.

Additional information is available on the state department of education web site under Teacher Certification.

Employment Requirements-Certified Personnel

At the beginning of each year of employment in School District #92, the following should be filed in the Superintendent's office:

1. Teaching certificate. (NO CERTIFICATE=NO PAYCHECK)
2. A current transcript of credits
3. Credits earned during the past year, if not shown on transcript
4. One copy of the signed contract
5. Social Security number
6. Withholding Form W-4 (if changed)
7. Application for health, accident, and life insurance (if applicable)
8. Application for teacher's retirement membership, including a copy of SS card

A teaching certificate is valid for five (5) years. At the completion of the five-year period, State law requires that each certificate holder apply for a new credential. Since the issuance of the last certificate, the applicant must have completed six (6) semester hours of credit. Three (3) of the required six (6) semester hours **MUST** be college credit as shown on a college transcript. **ALL** six (6) hours may be college credit. In-service credit hours may be used for three (3) credits.

It is the policy of the Swan Valley School District that claims for the in-service credit must be made on standard District-State forms. These forms will be filed in the employee personnel file at the district office.

Teachers must request the transcript from the university where they completed the work. Three (3) semester hours may be earned through validated in-service credit. Fifteen (15) clock hours of approved in-service credit are equivalent to one (1) semester credit; thus, forty-five (45) clock hours of in-service credit may be used for re-certification purposes during the five-year life of each certificate.)

In addition to the completion of the credit work, a proper application form (from the district office) must be completed. The state does not require teachers to submit official transcripts with the renewal form, but the teacher must have official transcripts on file at the district office. Certificated staff may be audited at the state's discretion. Also, a payment of \$75.00 is required for the issuance of the certificate. Teacher certification phone number is 1-208-332-6882.

Employment Requirements-Classified Personnel

Classified employees will work the number of student contact days. Additional days may be added to the terms of employment. Employees who work under 30 hours a week will complete a time sheet and submit the signed time sheet by the 15th of each month unless other arrangements are made.

At the beginning of each year of employment in School District #92, the following should be filed in the Superintendent's office:

1. Withholding Tax Form W-4 (if changed).
2. Other by assignment area. (Example - Physical Exam for bus drivers).
3. Verification of highly qualified requirement.

Employee Leave

Sick Leave

Definition of Sick Leave

All personnel regularly working 20 or more hours per week during the school year shall be granted 9 sick leave days per year. If an employee is considered year around, they are granted 12 sick leave days per year. This leave of absence is for personal illness or injury, or serious illness of spouse, children, or parents as based on the length of their work day.

Sick leave shall be granted for:

- Personal illness or injury
- Personal medical appointments or medical appointments for immediate family
- Illness of a minor child
- Serious illness of immediate family members, including parents

Sick Leave accumulated in other Idaho school districts may be transferred into this district according to provision of the Idaho Code. **(33-1217)**

Abuse of the sick leave policy (i.e., calling in sick when you are, in fact, not ill) may be considered as sufficient cause for probationary status or disciplinary action. The district has the right to require an examination, at district expense, by a physician selected by the district when actual sickness is questioned.

Policy 5400 sets forth the particulars regarding sick leave benefits for the upcoming school year.

Family and Medical Leave Act (FMLA) of 1993

All eligible employees of this district may take leave as provided by the FMLA. The FMLA entitles eligible employees to take up to twelve (12) 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 district 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 district within seventy-five (75) miles of the worksite.
4. Special rules may apply regarding the taking of intermittent leave on a reduced leave schedule, or leave near the end of an academic term by instructional employee

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- * To care for the employee's child after birth or placement for adoption or foster care.
- * To care for the employee's spouse, son or daughter, grandchild, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job

Paid leave will be substituted for unpaid leave if the employee has accumulated sick leave.

Other Types of Leave

Vacation

Vacation is only available for year around full-time employees such as maintenance and custodial.

Professional Leave

For workshops, clinics, IEA business, etc., professional leave must be approved by the school principal and superintendent of schools. Failure to secure approval will result in the leave being treated as personal leave.

Military Leave

Please see Swan Valley School District #92 policy 5470 for more information.

Bereavement Leave

Up to five (5) Bereavement leave will be provided for the loss of an immediate family member (spouse, children, siblings, parents, grandparents, grandchildren, and in-laws). Employees have the discretion to decide how many days of the allowable amount they will use. Any bereavement days beyond the allowable amount may be permitted by the Superintendent in consultation with the board based upon circumstances involved. Please see policy 5400.

Dependent Care

Under certain conditions, employees can qualify for dependent care leave. To qualify, the employee must first utilize five (5) days of personal leave, sick leave, or vacation days. Once five (5) consecutive days are used, an employee can then use up to five (5) dependent care leave days to be used consecutively. A maximum of five (5) days will be allocated to an employee each fiscal year. Please see policy 5400.

Personal Leave

Full Time Staff will be granted personal leave on the following basis:

For the first through third consecutive year of employment with the District, Employees shall earn personal leave at the rate of three (3) days per school year.

For the fourth or subsequent consecutive year of employment with the District, Employees shall earn personal leave at the rate of four (4) days per school year.

Full time staff will be able to accumulate unused days year to year, up to seven (7) days. Days not taken will be paid at an amount equal to the daily pay for substitute teachers in June

Administrative Guidelines for Personal Leave Days:

Employees requesting personal leave must make the request in writing (using school district forms) as far in advanced as possible to the building administrator. At the very least, request must be made 48 hours in advance of the requested personal day. If the district is unable to secure an appropriate substitute, the building administrator may deny the personal leave request.

Jury Duty

In the absence of extraordinary circumstances, employees in the school system may be excused for jury duty. While on jury duty, an employee is to receive full pay from the School District. Pay for jury duty must be returned to the School District. (Policy 5412 and Idaho Code 33-1216, 1217, 1217A, 1218 and HB 4)

District Substitute Procedures

1. In the event of “planned” absences (personal day, planned doctor’s appointment, sporting event, professional development training, etc.), work with the building secretary and administrator to arrange for the substitute as far in advanced as possible.
2. All teachers (grades PreK-8) who get sick (with no advance notice of needing to be absent) need to call Vanessa Heilesen or Michael Jacobson before 9:00 p.m. the night before the absence when possible or prior to 7:00 am the morning of the needed absence when feeling sick. The morning calls must be made no later than 7:00 am.
3. Teachers are free to “suggest” certain substitutes or state preferences, but the request can’t be guaranteed to be met.

Reimbursement of Substitutes

For 2024-25 school year, classroom substitutes shall be paid at a daily rate of \$120.00 for a full day and \$60.00 for up to 4 hours for classroom teachers. Paraprofessional or Food Service subs will be paid a daily rate of \$120.00 for a full day and \$60.00 for up to 4 hours. Custodial/Facilities will be paid hourly when working.

Specific times to report to work and responsibilities for the substitutes will be reviewed at the building level.

Payroll Items

Swan Valley School District #92 Salary Schedule 2024-2025

Career Ladder Placement	Salary Apportionment
RP1	\$ 46,500.00
RP2	\$ 47,500.00
RP3	\$ 48,500.00
P1	\$ 49,500.00
P2	\$ 51,250.00
P3	\$ 53,000.00
P4	\$ 54,750.00
P5	\$ 56,500.00
AP1	\$ 60,000.00
AP2	\$ 62,000.00
AP3	\$ 64,000.00
AP4	\$ 66,000.00
AP5	\$ 68,000.00

Teachers must meet all qualifications of the professional and advanced professional endorsement set by the state legislature to qualify.

EDUCATION CREDIT BONUS

BA +24	MA
\$2,000	\$3,500

Education Bonus will be added to a teachers contract and paid over 12 months of the contract. Teachers are eligible for this bonus after they have left the residency rung in Idaho (Typically after the third year teaching).

Insurance Information (2024-2025)

Employees must be employed full-time (30 or more hours per week - Policy 5430) to receive a full insurance package. **Swan Valley School District will pay the premium for the employee only. Deductions taken for health insurance are pre-tax.**

For more information regarding Swan Valley's insurance rate, please visit Idaho Office of Group Insurance at ogi.idaho.gov

Insurance Rates 2024-25

	PPO	Traditional	High Deductible	Dental
Employee Only	\$65.00	\$90.00	\$0.00	\$11.82
E/Spouse	\$197.60	\$279.00	\$47.94	\$37.88
E/Child	\$112.00	\$155.18	\$16.54	\$36.76
E/Children	\$177.02	\$249.68	\$40.50	\$73.16
E/Spouse/Child	\$242.18	\$342.56	\$64.06	\$62.80
E/Spouse/Children	\$324.48	\$459.84	\$93.82	\$107.04

Life Insurance

All employees who work more than 30 hours per week are eligible for insurance through the district group policy that is with Standard Life Insurance Company

Death Benefit \$50,000 Standard Life (Life insurance coverage)

AD&D \$50,000 Standard Life

Dependent Life Insurance \$10,000 Spouse and all children

Benefits provided to employee are paid for by district. Employee can pay premium for dependent coverage.

In the event of employee or depending passing, please contact the school district office to start the death claim process. We will need an official death certificate to attach to the claim form.

Pay Day

Pay Day will be the 20th of each month or the last working day prior to the 20th.

Direct Deposit

The district strongly encourages that all monthly paychecks be issued electronically starting with September 2024 payroll. Paper checks will only be written for those who received paper checks prior to September 2024. If employees have not already established direct deposit services, please complete the form at the district office.

Advanced Professional Endorsement Leadership Positions

An advanced professional designated, certified staff member, shall be considered a leader if she/he meets any of the following criteria:

1. Serves on a district leadership committee or other committee providing valuable guidance to the district, a department, program, or school building.
2. Received National Board Certification.
3. Serves in a leadership position in a professional association related to public education.
4. Serves on a community or state workgroup that works to benefit public education.
5. Serves as an instructional specialist/instructional coach.
6. Mentors either a teacher that is new to the profession or a teacher that has been identified by administration as needing additional instructional coaching.
7. Serves on Curriculum or Assessment Committees.
8. Serves as a Data Specialist.

Miscellaneous Employment Issues

School Day

Teachers are to be available in the buildings as established by the Board on a yearly basis. Work hours are: **7:45 a.m. to 4:00 p.m.** for all teachers.

All school personnel shall make arrangements through their building supervisors when necessary to be absent from the building during any part of the school day.

Employee Dress

Swan Valley School District #92 policy 3255 states that all students clothing should be clean and in good repair. Students should not wear extremely tight-fitting clothing, fishnet shirts, side-less or backless tops or shirts, T-tops, tank tops, tops with 'spaghetti' straps, 'belly blouses', leotards, short-shorts, or clothing upon which is printed inappropriate language or pictures (including words or pictures advocating drug, alcohol, tobacco use, gangs, violence, sexually explicit, lewd, indecent, or illegal acts.). Shoes must be worn at all times. Head coverings inside the classroom are considered a distraction to the educational process and are unacceptable attire.

As employees we must set an example for our students and the same expectations for students apply for all staff.

Internet Policy

A signed Internet contract will be kept on file with the building administrator for all employees who use computers. Violations will be dealt with accordingly. Employees should keep and review the Internet use policy.

Workman's Compensation

Any employee who is injured in the line of duty is eligible for such compensation and expenses as are prescribed by the Workmen's Compensation Law of the State of Idaho. Following any accident or injury, the employee must complete the employee notice of accident form and return it to the District Office within **five (5) days**.

Employee Responsibility with Accidents or Injury

In case an accident occurs in the classroom or on school premises which causes injury to a student, the teacher shall implement the following procedure:

1. Attend to the injured student and determine the extent of the injury.
2. Send a responsible student to the office to get help.
3. Clear the area.
4. Make sure that latex gloves are worn if injured person is bleeding.
5. If any doubt, call the ambulance and notify parents.
6. Fill out and submit accident report **by the end of the school day** on which the accident occurred.

Swan Valley School District Safety Program

Swan Valley School District is vigilant to ensure the safety and well being of its employees and students. The Building Administrator and staff have a responsibility to ensure that all safety procedures and guidelines are followed. To ensure the safety of all employees, students and guests, the building administrator must adhere to the following guidelines.

1. Correct any hazardous conditions immediately
2. Investigate thoroughly and correct any hazardous conditions reported by staff, students, or patrons
3. Ensure that employees are properly trained in the use of chemicals

4. Have a school first aid kit and notify staff of its location
5. Encourage staff to receive first aid training
6. Encourage staff to be trained in CPR
7. Have a school safety committee which meets regularly to review safety procedures and practices
8. Investigate all accidents, make a written report, and correct any conditions which may have caused the accident
9. Determine that all equipment and machinery is being operated according to acceptable safety practices
10. Provide information to all employees regarding workman's comp claims.
11. Complete workman's comp reports on all accidents within 24 hours
12. Be familiar with the District Emergency Response Plan including the duties of the evacuation coordination, perimeter security, the accounting for each student, the student's needs, communications, transportation, and emergency student management
13. Establish a procedure for securing the buildings each night
14. Provide a process for checking the buildings during winter breaks and summer recesses
15. Establish a process for appropriate property maintenance
16. Follow all OSHA rules and procedures
17. Monitor the use of personal protective equipment
18. Follow all safety procedures to ensure fire prevention

Expectations for Video/Media Use in Classrooms

If a movie is shown at school, teachers must adhere to all the following guidelines:

- The movie should be shown for educational purpose.
- The movie should be an integral part of lesson plan.
- Teacher needs to evaluate all movies and clips for appropriateness, age level, and good taste. (Teacher should watch entire clip, movie, etc. prior to showing movie, clip, etc. to students)
- A parent/guardian will be notified in prior to showing a movie
- Students will be excused from a movie and given an equivalent alternate assignment or activity upon request from the student or parent.
- Teachers will follow all applicable copyright laws and terms of any streaming services.

General Guidelines for Appropriateness

Elementary Level: Only G-rated movies may be shown without parental permission. However, parents must be notified that the movie will be shown in class. Any PG-rated movie to be shown at the elementary level requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

Junior High Level/Middle School: Only G-rated movies may be shown without parental permission. Any movie with a PG-rating to be shown at the junior high/middle school requires parent/guardian notification. Any movie with a PG-13 rating to be shown at the junior/middle school requires a signed, written consent from a parent/guardian that must be kept on file before the student may view the video.

The Board prohibits the showing of R-rated movies in school.

Please review policy 2570 for more information

Phone Usage

The telephones in the classrooms are intended to be for school use. If students need to use the phone, at the discretion of the teacher they may go to the office. The school offices will take a message to deliver and will do their best not to interrupt teaching time.

Additionally, employees are not to use their personal cell phones during class time.

Cell phone use has the potential to be disruptive to the educational process. Personnel are required to limit their use of electronic communication and entertainment devices to emergencies or during authorized breaks or the employee's personal preparation time.

Social Media and Communication with Students

Social Media Definition: websites and applications that enable users to create and share content or to participate in social networking

Swan Valley School District will maintain an official webpage. This page will be managed under the direction of the building administrator. Staff members wishing to access or publish posts on the official website or Facebook page should communicate with the building administrator.

In an effort to maintain professional relationships and to avoid compromising situations, district personnel should not engage in social networking communications with students.

In the event that there is a legitimate educational or extra-curricular reason for communications with students outside of school hours, employees should establish a plan for such communications with their building administrators which includes

informing parents of the communication. (This includes phone calls, emails, and text messaging)

Field Trip Guidelines for 2024-2025

All Field trips must be approved by the building administrator and be reasonable for consideration. As a rule of thumb, each classroom is granted 2 field trips per year outside of the Swan Valley area.

Drug Free Workplace Policy *(School Board Policy 5320)*

It is the policy of the School District that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. It is a condition of employment with the School District that employees abide with this policy.

Employees can not be under the influence of an illegal substance, alcohol, or controlled substance during their work hours. Any employee of the School District may be dismissed, suspended, demoted, or reduced in pay for intoxication on duty. Violations of this policy will result in disciplinary action, up to and including dismissal.

Violations of Criminal Drug Statutes Convictions:

As required by Federal Law, employees must notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) calendar days after the employee is convicted

Swan Valley School District Mentoring Program

Swan Valley School District is committed to providing caring, competent, and qualified teachers in every classroom and, as such, will provide on-going support for teachers in their first two (2) years in the profession. The support program will provide services in the areas of administrative and supervisory support, mentoring, peer assistance and professional development. (33-512.17)

Program Goal: The goal of the support program is to empower teachers to control their own professional development by providing choice where appropriate, to focus on teacher standards for potential programs, to study state and national best practices and options, to provide mentoring along with evaluative measures, and to provide opportunities for career development.

Program Eligibility: Teachers who are new to the profession and have only been in the profession for two (2) years. The program applies to both new hires and current employees. Additionally, if the district employs teachers with more than two years in the profession who are currently on Category 1 or 2 contracts and have not yet had the opportunity to participate in the district's support program, those employees will be offered an opportunity to participate in the support program.

As outlined in the employee's Individual Professional Learning Plan (IPLP), any instructional staff or any pupil service staff employee will receive mentoring during the initial three years of holding a certificate. (33-1201A)

2024-2025 Teacher Supply Funds

The district strives to purchase all relevant supplies needed such as pens, scissors, stapler, staples, glue sticks, whiteboard markers, etc. These supplies are stocked in the teacher work room. Each teacher is allocated \$250 to spend on classroom supplies. The intention of this funding was to help offset the out-of-pocket expenses that many teachers were incurring as they taught their classes throughout the school year. What follows are the parameters for teachers to access those funds.

1. These funds are typically expended as a reimbursement to the teacher.
2. All purchases must be authorized by the building administrator **before** the purchase is made.
3. Teachers are responsible to keep receipts and records of their purchases. Reimbursements will not be made without an accompanying receipt and receipts must be submitted in a timely fashion manner.
4. Teachers may combine funds to purchase supplies.
5. Funds do not carry over from year to year.
6. Non-consumable supplies will remain the property of Swan Valley School District.

Abuse Reporting Requirements

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. (Policy 5260)

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records to a third party unless the eligible student has provided written consent.

Faculty and staff should never share student names, academic, or behavioral information with anyone except authorized school personnel. Such school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Public Notice Title IX

Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Swan Valley School District prohibits discrimination based on sex, including discrimination in the form of sexual harassment and discrimination based on sexual orientation or gender identity, against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment.

Reports of sex discrimination or sexual harassment should be made to any district administrator or the Title IX Coordinator for the investigation and resolution of such complaints.

Michael Jacobson, Superintendent, is the Swan Valley School District #92 Coordinator for Title IX Educational Amendment of 1972.

Inquiries regarding compliance with this non-discriminatory policy may be directed to:

Michael Jacobson
PO Box 220
3389 Swan Valley Hwy
Irwin, ID 83428
208-483-2405
mjacobson@sveidaho.com

or to:
Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue, #3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
1-800-877-8339

Please review policy 3085 for more information

Public Notice Civil Rights

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.)

It is the policy of Swan Valley School District #92 not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this non-discriminatory policy may be directed to:

Michael Jacobson
PO Box 220
3389 Sway Valley Hwy
Irwin, ID 83428
208-483-2405
mjacobson@sveidaho.com

or to:
Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue, #3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
1-800-877-8339

Please review policy 3085 for more information