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SECTION 800

CLASSIFIED PERSONNEL

801.0 EQUAL EMPLOYMENT OPPORTUNITY

801.1 - Statement of Non-Discrimination

Employment in the Culdesac Joint School District is based on the individual's job qualifications, the work history of the applicant, the perception of those involved in the interviewing process about the applicant's probability of success in the District and the community, and the economics that bear on the situation. The District does not discriminate based on age, race, gender, national origin, color, disability, or religion.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

801.2 – Disclaimer

The terms and descriptions set forth in this policy manual shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

Reviewed & Adopted: July 9, 2008

802.0 EMPLOYEE SELECTION

802.1 - Employment of Classified Personnel

The selection, assignment, promotion, and retention of all classified personnel shall be determined on the basis of the contribution each person makes, or has the potential of making, to the educational program of this school district. It is the function of the Superintendent of Schools to recommend to the Board of Trustees all those he/she considers qualified for vacant positions in the District. Actual employment is subject to Board approval.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

802.2 - Factors Influencing Selection

Factors which influence the selection of professional personnel in this school district are:

- Training and certification
- Professional competence
- Personality and compatibility
- Suitability for the position
- Professional attitude

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

802.3 - Vacation Period and Use

Arrangements for vacations for fulltime employees must be with, and have the approval of, the employee's immediate supervisor. All full time employees shall be entitled to ten (10) working days vacation each year with pay. No vacation time is earned until the employee works to or beyond his/her first year. Vacation time shall accrue until used and cannot be cashed out (use it or lose it). An employee can use only ten (10) days at a time and cannot use any vacation time during the last 30 days of employment without prior approval of the Board of Trustees.

Full-time employees shall be entitled to the following holidays: New Years Day plus the day before or after, Memorial Day, July 4th Independence Day plus the day before or after, Labor Day, Thanksgiving Day and the Friday after, Human Rights Day, Presidents Day, and two (2) days for Christmas.

802.4 - Probationary Period

All new classified employees are hired with the understanding that they must satisfactorily complete a probationary term of one hundred eighty (180) days. The employee may be dismissed for cause at any time during the probationary period without recourse to the state grievance procedure.

Idaho Code Section 33-517
Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

802.5 - Classified Termination

Termination of classified personnel will be at the discretion of the superintendent after reviewing the facts with the principal and the respective classified supervisor.

In the event any classified employee is suspended or transferred from one position to another, he may have the right to appeal to the superintendent. If such action is not satisfactorily settled at this point, individuals may request a hearing with the Board of Trustees.

Adopted: August 10, 1987
Reviewed & Adopted: July 9, 2008

802.6 - Information Required

At the beginning of employment, all classified personnel shall have on file with the payroll department the following:

1. Withholding tax form W-4
2. Personnel record (Idaho State Retirement Board Form), if employed at least 20 hours per week.
3. Social Security Number.
4. Address Card.

Adopted: August 10, 1987
Reviewed & Adopted: July 9, 2008

802.7 - Pay Schedule of Classified Personnel

Culdesac Joint School District No. 342 believes that all employees are entitled to fair and equitable employment. In an effort to provide existing staff and new hires security, relating to their employment, the Board of Trustees has adopted the "Classified Pay Schedule." This does not establish a basis for recognition of the classified personnel as a separate bargaining unit. Effective date: July 1, 2001.

Adopted: April 11, 2001
Reviewed & Adopted: July 9, 2008

802.8 – Compensatory Time & Overtime – Classified Employees

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

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

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

NOTE: Please be advised that comp time is not required. If a district adopts a comp time policy, there are basically two (2) types of employees: 1) Those who are covered before the policy was adopted need to be treated on a case-by-case basis, and the agreement to allow comp time must be entered into before the work is performed. 2) Those hired after the policy is in place. Some experts have said comp time is a credit card, not a savings account. The employee has broad latitude to decide when the time will be taken.

29 USC 201, et seq. Fair Labor Standards Act

Reviewed & Adopted: July 9, 2008

803.0 STAFF CONDUCT

803.1 - Statement of Philosophy

The Board of Trustees believes that it is the responsibility of each employee to conduct himself or herself in such a manner that reflects honor and dignity on the staff member, the School District, and the education profession.

Adopted: August 23, 2000

Reviewed & Adopted: July 9, 2008

803.2 - Non-School Employment

Employees shall not engage in any other employment or in a private business during the hours necessary to fulfill those duties assigned by the School District.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

803.3 - Staff Political Activities

The Board recognizes that employees of School District No. 342 have the same fundamental civic responsibilities and privileges as other citizens, among these are campaigning for an elective public office and holding an elective public office.

In connection with campaigning as a candidate, or for a candidate seeking public office, it shall be considered contrary to district policy for school system facilities, equipment, or supplies to be used at any time, or for there to be any involvement of system personnel during the work day, or for there to be any encroachment on the time of the work day.

Any employee with Culdesac Joint School District No. 342 who is elected to an office and is unable to fulfill his/her contractual obligations, if any, to the school district will forfeit all pay while serving in office. Upon completion of the term or session, the employee will be allowed to return to any vacant position for which they are qualified or, if none is available, to a similar position in the school district without loss of tenure, status, fringe benefits, etc.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

804.0 OBLIGATIONS OF EMPLOYMENT

804.1 - Criminal History Check

All persons hired for the first time by the district or who have been in the employ of the district five (5) years or less, undergo a criminal history check. All such employees who are required to undergo a criminal history check shall obtain the history check within three (3) months of starting employment, or for employees with five (5) years or less with the district, within three (3) months from the date such employee is notified that he must undergo a criminal history check. Such employees shall pay the cost of the criminal history check. If the criminal history check shows that the employee has been convicted of a felony crime as defined in Idaho Code, it shall be grounds for immediate termination, dismissal or other personnel action of the district, except that it shall be the right of the school district to evaluate whether an individual convicted of one (1) of these crimes and having been incarcerated for that crime shall be hired. The district may require any or all persons who have been employed continuously for more than five (5) years, to undergo a criminal history check as provided in the law. If the district elects to require criminal history checks of such employees, the district shall pay the costs of the criminal history check or reimburse employees for such cost.

Idaho Code Sections 33-130, -1208

Adopted: August 23, 2000

Reviewed & Adopted: July 9, 2008

804.2 - Reassignment or Transfer

The basic considerations in the assignment of professional personnel are the demands and responsibilities of the program of instruction. It is the policy of the Culdesac Joint School District that classified personnel shall be assigned on the basis of their qualifications and the needs of the school district. The Superintendent, in consultation with the building administrators and professional personnel involved, has the responsibility for the assignment of all personnel in the school district.

Adopted: August 23, 2000

Reviewed & Adopted: July 9, 2008

804.3 - Mandatory Medical Examinations

In the event that the Superintendent has reasonable grounds to believe that a classified staff member is suffering from physical or mental illness, and that such illness impairs the ability of the staff member to perform his/her contract responsibilities, the Superintendent may require the staff member to secure a physical or mental examination and obtain a written medical certificate to be submitted to the Office of the Superintendent. Any information gained in this manner shall remain confidential.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

805.0 DUTIES OF SUPERVISORY EMPLOYEES

805.1 - Classified Employee Supervisor Duties

It is a priority duty for each supervisor of classified employees in this school district to devote a major portion of his/her time to the performance review of those employees placed under their purview, and to assisting employees as they seek to improve their performance wherever possible. The performance of each employee shall be reviewed at least once each year, and the results of the performance review discussed with the employee. It is the intent of the Board of Trustees that only those classified employees whose capabilities, skills, job performance will produce good results should remain on the staff of Culdesac Joint School District No. 342.

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

It is the intent of this School District to review the process whereby the criteria and procedures for classified personnel evaluation at least every five (5) years. When such review is contemplated, those affected by the evaluation will have an opportunity to provide input into the possible revamping of the instrument. The evaluation policy will be a matter of public record and communicated to the classified personnel for whom it is written.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

806.0 COMMUNICABLE DISEASES

806.1 - Statement of Policy

It is the intent of the Board of Trustees of Culdesac Joint School District No. 342 to attempt to protect students and employees from exposure to diseases while they are attending school or actively working for the school district. Staff members are encouraged to wear protective gloves when handling any bodily fluids in the performance of their duties. Students and school district employees who have, or are suspected of having, a communicable disease shall be dealt with according to the rules listed below.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

806.2 - Definition of Communicable Diseases

For purposes of this policy, the definition of “communicable diseases” shall be the one established by the Idaho State Department of Health (SDH), and shall include, but not be limited to, those contagious diseases reportable to SDH.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

806.3 - Suspicion of Disease

If a school district employee has reason to believe a student or another school district employee has a communicable disease, as defined in the section above, he/she shall immediately report this information to his/her immediate supervisor or to the Superintendent of Schools. If the supervisor who receives such a report believes that this information is accurate, he/she shall report to the school nurse, if one is available, or to the Superintendent of Schools who shall then notify the SDH.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

806.4 - Appointment of Health Review Team (HRT)

The Superintendent of Schools shall appoint a Health Review Team (HRT) for the purpose of reviewing the cases of employees having, or suspected of having, a communicable disease. The HRT shall consist of an administrator, a school nurse, if possible, or a nurse or allied health professional from the community, a physician, and other members as the Superintendent of Schools deems necessary. The affected employee shall be allowed to remain at the work site until the HRT verifies whether the employee has the disease. The Superintendent of Schools is authorized to arrange safe placement of the affected employee during the investigation.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

806.5 - Confidentiality Requirements

Steps will be taken to protect the confidentiality of any employee with a communicable disease. Therefore, the knowledge that any employee has a communicable disease will be confined to those persons who have a direct need to know as determined by the Superintendent of Schools. Those persons will be provided with appropriate information and made aware of the requirements of confidentiality.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

806.6 - Recommendation of Health Review Team

The HRT shall consult with the affected employee's physician regarding any suspected case of communicable diseases. The HRT shall conclude, within 72 hours after first being appointed, its finding of fact and report a recommendation to the Superintendent of Schools. After receipt of the information from the HRT, The Superintendent of Schools shall determine the placement of the affected employee. In the case of an employee where exclusion from the work site is in the best interests of all, the worker is eligible for all leave provisions as are all other school district employees.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

806.7 - Possibility of Exclusion Guidelines

In the case of an employee who has a human retrovirus variously labeled Human Immunodeficiency Virus (HIV), and when certain health conditions exist in the school environment (e.g. measles or chicken pox) which could threaten the health of the affected employee, the physician of the employee will be notified by the school nurse, if one is available, or by the Superintendent of Schools. Exclusion from the work place will be at the discretion of the affected employee's physician.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

807.0 SEXUAL HARASSMENT

807.1 - Trustee Position Statement

It is the policy of this Board not to tolerate verbal or physical conduct by any person who harasses, disrupts or interferes with another's work or educational environment, or which creates an intimidating, offensive or hostile work or educational environment. Any employee who is made aware of an alleged incident of such harassment or disruption has the responsibility to immediately bring the matter to the attention of appropriate administrative personnel. The Trustees have designated the Superintendent of Schools as the official who is ultimately responsible for overseeing this policy.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

807.2 - Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Equal Employment Opportunity Commission Guidelines

Adopted: August 23, 2000

Reviewed & Adopted: July 9, 2008

807.3 - Investigation of Harassment Claims

It is Board policy that all reports of harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infractions. No employee shall be subjected to adverse employment action in retaliation for any good faith report of harassment or participating in an investigation about harassment under this policy. To the extent possible, all reports of harassment will be kept confidential.

Adopted: August 23, 2000

Reviewed & Adopted: July 9, 2008

807.4 - Resolution of Harassment Investigations

Upon completion of the investigation, school officials shall take immediate and appropriate action. If a foundation for the allegation(s) exists, disciplinary action against the offending employee will follow. The disciplinary action will be commensurate with the scope and the severity of the offense and may include: verbal and/or written warnings and reprimands; transfer of assignments; suspension; or dismissal. If there appears to be no foundation to the allegation(s), no record shall be retained of the allegations. Bad faith allegations or the use of this policy for unintended purposes may result in disciplinary action as noted above against the accuser.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

808.0 DRUG FREE WORKPLACE

808.1 - Compliance with Federal Regulations

In compliance with the Federal Regulations established by the Drug Free Workplace Act of 1988, the Board of Trustees of Culdesac Joint School District No. 342 certifies that it provides a Drug Free Workplace by the following actions.

Drug Free Schools and Communities Act of 1988

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

808.2 - Publishing Statement of Notification

A statement has been published notifying all employees of this School District that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the District # 342 workplace. Such notice states that any employee found in violation of such prohibition will be placed on probation and required to complete an established drug abuse assistance and/or rehabilitation program or may, at the discretion of the Board of Trustees, be dismissed.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

808.3 - Establishing Awareness Program

Culdesac Joint School District No. 342 has established a drug free awareness program to inform the employees about:

- the dangers of drug abuse in the workplace
- the Board of Trustees policy regarding maintenance of a drug free workplace
- available drug counseling, rehabilitation, and employee assistance program
- the penalties which may be imposed upon employees for drug abuse violations occurring in the workplace.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

808.4 - Publishing Employee Statement

Culdesac Joint School District No. 342 certifies that every employee has received a copy of the statement described in Policy 808.2 above.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

808.5 - Employee Notification of Employment Conditions

The Culdesac Joint School District has notified every employee that the conditions found in Board Policy 808.2 are a condition of employment in the School District, and that the employee will:

- abide by the terms of that Policy
- notify the district of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after the conviction.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

808.6 - Notification of Federal Agency

Culdesac Joint School District No. 342 agrees to notify the Federal Agency within ten (10) days after receiving notice under Policy 808.5 from an employee or otherwise receiving actual notice of the conviction.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

808.7 - Follow-up Action Against Employee

The Culdesac Joint School District No. 342 will take one of the following actions within thirty (30) days of receiving notice under Board Policy 509.5 with respect to any employee who is so convicted.

- taking appropriate action against such an employee up to, and including, termination.
- requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

808.8 - Good Faith Effort

Culdesac Joint School District No. 342 pledges to make a good faith effort to continue to maintain a Drug Free Workplace through implementation of this policy.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

809.0 INDUSTRIAL COMPENSATION FOR EMPLOYEES

Employees of the Culdesac Joint School District No. 342 are covered by industrial compensation insurance with the Idaho Industrial Commission. This coverage is provided by the Culdesac Joint School District No. 342 at no cost to the employee. Premiums are paid by the School District.

In case of injury during service of any employee of the school district, he/she shall report at once to the principal. If because of his/her injury, he is unable to report the injury, his/her immediate superior or co-worker shall report for him/her to the principal. As soon as possible, the principal shall report the accident to the superintendent.

The injured person and his/her principal or immediate superior shall see that necessary reports are made out at once in compliance with regulations of the Industrial Commission of the State of Idaho.

Adopted: August 10, 1987
Reviewed & Adopted: July 9, 2008

810.0 SICK LEAVE

- At the beginning of each school year, each employee shall be credited with ten (10) days of sick leave allowance. Employees employed on a part-time basis or part of a school year shall receive a prorated portion of the annual sick leave. The unused portion of such allowance shall accumulate from year to year without limit.
- Sick leave is to be used for absences caused by personal illness or emotional upset by accident or illness that renders the employee incapable of carrying on his/her assigned duties, including childbearing.
- Employees shall be allowed to use ten (10) sick leave days when such absence is due to illness of a member of the individual's immediate family that shall include spouse, mother, father, or employee's own children/stepchildren. Sick leave beyond the immediate family may be requested for approval by the Superintendent.

Adopted: August 15, 1990
Reviewed & Adopted: July 9, 2008

811.0 FAMILY AND MEDICAL LEAVE ACT POLICY

Twelve (12) weeks of job-protected leave (FLMA leave) is provided to most eligible employees for certain family and medical reasons during any twelve-month period. Employees are eligible if they have been employed with the district for at least one year and have worked at least 1,250 hours over the previous twelve months.

During the FMLA leave, employees are required to use accrued paid vacation and eligible sick leave first. If an employee has less than twelve weeks of accrued vacation, eligible sick leave, and personal leave, the employee may be able to take the time remaining up to twelve weeks as unpaid FMLA leave. Employees will continue to accrue vacation and sick leave while using their vacation and eligible sick leave. However, they will cease to accrue vacation and sick leave during the unpaid portion of the leave. Intermittent or reduced schedule FMLA leave may be permitted by the district under some circumstances.

The employees are entitled to leave:

- To care for a child following birth or for placement of a child with the employee for adoption or foster care.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- If the employee is unable to perform his/her own job because of the employee's own serious health condition.

If both spouses are employed by the district, the total leave for both spouses is limited to twelve (12) weeks if the leave is taken for birth, adoption, or foster care of a child, or to care for a sick child or parent.

Employees are required to give written notice thirty (30) days in advance when the leave is foreseeable or with as much notice as is practical. Employees must make a reasonable effort to schedule foreseeable planned medical treatment so as not to unduly disrupt the operations of the district, subject to the approval of health care providers. The district reserves the right to request medical certification supporting the leave, and may require second or third opinions (at the District's expense) and a fitness of duty report to return to work. Leave may be denied if these requirements are not met. If the leave is sought on an intermittent or reduced schedule basis, it must have prior approval from the District. The medical certification must contain additional declarations stating that intermittent or reduced schedule leave is medically necessary and the amount of time that the intermittent or reduced schedule leave will be needed.

Additional requirements may apply to employees who are employed principally in an instructional capacity. If FMLA leave is taken close to the end of the academic term (within a few weeks), the employee may be required to continue taking the leave until the end of the term.

To protect employees' privacy rights, medical certifications will be treated as confidential medical records, and information will be disclosed only on a strictly need-to-know basis.

Most employees returning from FMLA leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Some exceptions may apply for highly compensated employees, employees among the highest paid ten percent (10%) of the District.

Adopted: July 12, 1995
Reviewed & Adopted: July 9, 2008

812.0 PERSONAL LEAVE

The principal or immediate supervisor shall grant personal leave in an amount of two (2) days, with full pay, in any one school year. Personal leave days not used shall accumulate up to a total of three (3) days in any year. Two (2) additional days of personal leave, with pay, shall be granted for which the employee shall pay the cost of the substitute. The two (2) additional days are not accumulative from year to year. Personal leave days must be approved by the administration five (5) days prior to the leave. The five days may be waived in the case of an emergency. The administration will not approve personal leave requested for the last two (2) weeks of the school year nor for the day before or after any school vacation unless an unforeseen emergency exists.

Adopted: April 15, 1997
Revised October 9, 2002
Reviewed & Adopted: July 9, 2008

813.0 BEREAVEMENT LEAVE

Employees shall be granted up to five (5) days, for each bereavement in the family. Family shall include parents, spouse, grandparents, siblings, parents-in-law, siblings-in-law, and children. Extension of this leave of up to five (5) additional days shall be made with the employee paying the cost of a substitute. Additional extension of this leave, without pay, may be secured upon request to the superintendent. Bereavement leave beyond the family may be requested for approval by the superintendent.

Adopted: November 9, 1992
Reviewed & Adopted: July 9, 2008

814.0 LEAVES OF ABSENCE

With approval from the Board, professional employees shall be granted leaves of absence without pay for up to one (1) school year, providing a qualified replacement can be found by July 1 following the request. Upon return from such leave, the professional employee shall be guaranteed the same position held prior to the commencement of the leave. All rights of tenure, retirement, accrued sick leave, salary increments and other benefits provided herein shall be preserved and available to the professional employee upon his/her return to the district.

Adopted: November 9, 1992
Reviewed & Adopted: July 9, 2008

815.0 PROFESSIONAL LEAVE

The Board recognizes that certain professional meetings, conventions, or workshops which contribute to the professional growth of the staff and to the improvement of instruction may be mutually advantageous to the individual professional employee and the District.

As determined by the superintendent, a reasonable number of such absences from regular school duties shall be approved without any salary deduction provided a written request and explanation is filed and approved by the superintendent's office at least ten (10) calendar days in advance of the requested absence. When such leave is granted, the employee will be notified in writing.

Adopted: August 10, 1987
Reviewed & Adopted: July 9, 2008

816.0 JURY DUTY

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

Upon being excused from jury service during any day, an employee shall return to complete his/her assignment for the remainder of the regular work day. Jury duty leave is paid for up to ten (10) work days. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave.

Adopted: August 10, 1987
Reviewed & Adopted: July 9, 2008

817.0 DISTRICT NOTIFICATION OF LEAVE

Each employee of the Culdesac Joint School District No. 342 shall sign the appropriate forms and give the reason for their absence as soon as possible after their return to duty.

Adopted: August 10, 1987
Reviewed & Adopted: July 9, 2008

817.1 CLASSIFIED EMERGENCY CLOSURE LEAVE

Classified staff are not required to report to work in the event of an emergency closure and it will be considered a paid day unless that day(s) are required to be made up to meet the state required minimum instructional hours. Days not worked because of an emergency closure of the school will be listed as “emergency closure” on the classified employee’s time sheet.

Adopted: April, 2017

818.0 BUS DRIVER QUALIFICATIONS

818.1 - Curriculum and Test

All new bus drivers in Culdesac Joint School District No. 342 will complete the Idaho School Bus Driver Training Curriculum, dated October 17, 1996, or a comparable, prior-approved training program, have ten (10) hours observation and behind-the-wheel training, and pass all knowledge and skill tests contained in the Idaho School Bus Driver Training Curriculum with a minimum score of eighty percent (80%) before being allowed to drive a school bus loaded with students.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

818.2 - Operation and Performance

All school bus drivers in Culdesac Joint School District No. 342 must meet the operations and performance requirements as contained in the Idaho School Bus Driver Training Curriculum.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

818.3 - Bus Driver Duties

The most important duty of the bus driver is the safety of the students on the bus. No distractions, personal matters, physical conditions, or other matters should detract from this primary responsibility. Specifically, the driver is expected to:

1. Must stop at all railroad crossings and have visual and audible proof that it is safe to cross the railroad before doing so.
2. Make proper use of "stop arm" which governs the stopping of traffic past the school bus.
3. Must know the vehicle is in safe, proper operating condition. The driver will be certain to check tires, lights, stop arm, controls, and especially brakes each time he/she expects to drive a bus.
4. Maintain reasonable disciplinary control of all passengers. Excessive noise and commotion inside the bus can prevent the driver from hearing warning signals either inside or outside the bus.
5. Each passenger on the bus must be seated. No one should be allowed to stand and no one may be seated in front of a line parallel to the back of the bus driver's seat.
6. Report all accidents to the local school authorities and the State Department of Law Enforcement. Forms for reporting any accident may be obtained from the State Department of Law Enforcement and should be carried on each bus.
7. Must load and unload only from the right hand side of the road with clear vision of at least one hundred yards in both directions.
8. School bus speed shall not exceed 55 MPH even if the posted speed is higher. The exception would be if they were traveling on a designated freeway.
9. School bus speed shall not exceed 65 MPH on designated freeways even if the posted speed is higher.
10. Remember the school bus driver has complete responsibility for the operation of his/her passengers.
11. It shall be the duty of every school bus driver to report the license number of any vehicle that violates any law endangering school children to his/her immediate supervisor.

Idaho Code: 49-754
Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

818.4 - Procedure for Stopping School Bus

1. Procedure for stopping to load or unload students:
 - a. Signal intention to stop with flashing warning lights at a distance of three hundred (300') feet before stopping.
 - b. Stop.
 - c. Extend stop arm.
 - d. If unloading, open door only after traffic has stopped.
 - e. Close door after students have alighted.
 - f. Students crossing road must do so in front of the bus.
 - g. Driver must signal students when it is safe to continue across road. Students must be trained to wait for the driver's signal.
 - h. After students have safely crossed the highway, the stop arm must be retracted.
 - i. The flashing warning lights turned off.
 - j. Be certain all students are clear of the bus.
 - k. Proceed to next stop.

Adopted: December 10, 1997
Reviewed & Adopted: July 9, 2008

818.5 - Regulations Approved and Adopted By the State Board of Education

1. Buses shall not turn around on the highway.
2. Substitute drivers shall meet all requirements prescribed for regular drivers.
3. The bus driver shall make regular reports to the school administrative officer.
4. Backing of the school bus shall be done only when a responsible person is available for flagging.
5. If it is necessary for a bus to stop on the main traveled portion of the highway due to a breakdown, the bus should be pulled off the road if possible.
6. A driver on a route should not leave his/her bus: In case of breakdown he/she should send a school bus patrolman or an older pupil for assistance.
7. When necessary for driver to leave bus, he/she should shut off motor, set brakes, and remove ignition keys.
8. No passenger shall be permitted to operate the bus.
9. Doors shall be closed when bus is moving. Bus should not be moved until all passengers have been seated.
10. Bus keys should be in the possession of operator at all times.
11. No driver should disengage clutch to allow bus to coast.
12. Safety being of paramount importance, the operation of bus shall at all times be in the safest possible manner. This would include turning corners, stopping and starting.
13. The first-aid kit should be checked regularly to see that it contains all necessary items.
14. Bus should be checked at regular intervals. Special emphasis should be given to safety devices to see if working properly and any malfunctions reported to the proper district official.
15. Only those pupils, teachers, or other persons properly entitled to ride should be allowed on bus.
16. The Board of Trustees, through its school officials, has sole authority to determine who shall be carried on a school bus.
17. Bus drivers are responsible for the proper discipline of pupils on the bus and must exercise this function in accordance with written policies and instructions of school authorities. (One of the best means of control is to have students assigned to definite seats.)
18. Bus drivers must perform such other closely related duties as are assigned to them by school authorities.
19. The time schedule for pickup and delivery of children should be followed as accurately as possible.
20. No guns, inflammable or explosive substances such as gasoline shall be carried on a school bus.
21. The safety of the children is the primary consideration which over-rides all others in school bus transportation. It must be given paramount place in all decisions.

Idaho Code: 33-1509

Adopted: December 10, 1997

Reviewed & Adopted: July 9, 2008

818.6 – Bus Drivers and Prescription Medication

Drivers are cautioned regarding the use of prescription medication which contains a warning label stating the use of that drug may impair their ability to safely operate a commercial vehicle. Drivers may be allowed to work while using such medication when the drug is prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties, and who has advised the driver that the prescribed medication will not adversely affect their ability to safely perform their job as bus driver.

Adopted: August 23, 2000
Reviewed & Adopted: July 9, 2008

818.7 – Drug & Alcohol Testing for School Bus & Commercial Vehicle Drivers

The District shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382. Other persons who drive vehicles designed to transport sixteen (16) or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Superintendent shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he/she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six (6) months and participated in the drug testing program required by law within the previous thirty (30) days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. who receives a citation under state or local law, for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for eight (8) hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two (2) hours or if a drug test is not administered within thirty-two (32) hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within thirty-two (32) hours for drugs.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow-Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. the person designated by the District to answer driver questions about the materials;
2. the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;

4. specific information concerning driver conduct that is prohibited by Part 382;
5. the circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
6. the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
10. the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty (60) calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

**49 U.S.C. § 2717
49 C.F.R. Parts 40, 382, and 395**

Reviewed & Adopted: July 9, 2008

819.0 NON-SCHOOL EMPLOYMENT

819.1 - Outside work for employees

It is the policy of the board of Trustees that employees shall not engage in outside activities that interfere with their duties as employees of the Culdesac School District. No consideration shall be given to take another part-time position when such position interferes with the work schedule outlined by the immediate supervisor.

**Adopted: August 10, 1987
Reviewed & Adopted: July 9, 2008**

819.2 - School Personnel Seeking Public Office

The Board of Trustees recognizes that school employees have the right, as do other citizen, to seek public office. The Board of Trustees does not, however, encourage school personnel to seek public office if it interferes in any way with the performance of the duties for which they were employed. Principals, teachers and other school employees are employed to perform certain duties for the school district. If the Board of Trustees judges that holding any public office results in an unsatisfactory performance of an employee's duties or in excess criticism, it shall reserve the right to ask the employee to choose between jobs. If an employee plans to run for office, the following guidelines shall be observed:

1. Before filing for any office, the employee must first notify and consult with the superintendent and the Board of Trustees.
2. No electioneering or politics shall be brought into the school.
3. No school time shall be used for electioneering or for the performance of any duties off the office.

4. If there should be any released time from school duties for the office in any way, there shall be full deduction on the basis of personal business.
5. Since it will be necessary in some cases to ask for extended periods of leave, the employee should be aware that this may result in the lessening of his effectiveness and could result in a lowering of the evaluation of his job performance.

Adopted: August 10, 1987
Reviewed & Adopted: July 9, 2008

820.0 RETIREMENT-REPEALED

It shall be the policy of School District No. 342 that an employee shall retire on or before his/her 65th birthday. The employee may schedule a hearing with the Board of Trustees to request a waiver from the Board to work at Culdesac District beyond his/her 65th birthday.

Adopted: November 9, 1992
Repealed: December 10, 2003
Reviewed & Adopted: July 9, 2008

821.0 CHILD ABUSE/NEGLECT PROCEDURES

School personnel are required by state law to report suspected instances of neglect or abuse of a child. Child abuse or neglect is an act or omission of an act which seriously threatens the health or welfare of a child, in one of the following categories:

1. Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, sub-dural hematoma, soft tissue swelling, or other conditions not justifiably explained.
2. Any case in which a child is subject to sexual assault or molestation.
3. Any case in which the child's parents, legal guardians, or custodians fail to take the same actions to provide adequate food, clothing, shelter, or supervision that a prudent parent would take.
4. Any case in which personnel have reasonable cause to believe that a child under the age of eighteen years has been abused or that the child has been subjected to conditions or circumstances which would reasonably result in abuse.

BUILDING PROCEDURE IN SUSPECTED ABUSE OR NEGLECT CASES

School employees are required to immediately report any suspected abuse and/or neglect to the principal. When appropriate, the school nurse, counselor, and school psychologist will also be notified by the principal.

The principal, or his/her designee, will as soon as possible:

1. Contact the person making the referral.

2. Gather the following information:
 - A. How the reporting person became aware of the suspected abuse or neglect;
 - B. What the child voluntarily related regarding any incidents that might have occurred.
 - C. Any previous history or suspicions of abuse or neglect.
 - D. Any related incidence affecting siblings of this child.
3. Meet with the child to observe his/her condition.

If there is sufficient reason to suspect that abuse or neglect is present, the principal, or his/her designee will:

1. Document the facts and allegations including any graphic illustrations, and keep this information in the principal's working file.
2. Verify that a referral has been made to the proper authorities (CPS). Such verification to be made as soon as possible.

Idaho Code; 33-1224, 16-1619, 16-1620

Adopted: January 14, 1998

Reviewed & Adopted: July 9, 2008

822.0 JOB DESCRIPTION

822.1 JOB TITLE: School Bus Driver

Job Purpose Statement: The job of "School Bus Driver is done for the purpose of transporting students over scheduled routes and/or special events; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicle is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger endorsement
3. Meet the physical examination standards of the federal and state law, administrative rules, and Board policy
4. Is twenty-one years of age or older
5. Minimum safe driving experience as determined by the Board
6. Pass a pre-employment drug test and random drug tests while employed
7. Must not be addicted to the use of intoxicants or narcotics
8. Have an excellent driving record
9. Ability to pass CPR and first aid courses
10. Knowledge of bus passenger safety and effective discipline procedures
11. Sufficient mechanical aptitude to diagnose minor problems and make appropriate

repairs

12. Able to maintain passenger discipline to ensure their safety and well-being and to protect against vandalism
13. Works well with students, staff, and parents
14. Awareness of and commitment to proper bus maintenance
15. Able to sit and occasionally required to walk or stand
16. Able to grasp tools and occasionally lift or move up to seventy-five pounds
17. Excellent interpersonal and communications skills
18. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Transportation Supervisor

SECONDARY RESPONSIBILITY TO

Superintendent of Schools

JOB SUMMARY

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

MAJOR DUTIES AND RESPONSIBILITIES

Maintenance and Driving

1. Perform the prescribed pre-trip inspection prior to each trip
2. Notify the transportation supervisor in writing, using approved forms when applicable, of any mechanical malfunctions, safety hazards, or necessary repairs
3. Maintain the cleanliness of the interior and exterior of the bus, paying particular attention to windshields and mirrors
4. Refuel the vehicle
5. Perform light maintenance, such as checking and replacing water, antifreeze, and oil; adding air to the tires; and replacing burned out bulbs as necessary
6. Adhere to established routes, designated bus stops, and the assigned schedule
7. Obey all federal and state law, administrative rules, and Board policy pertaining to traffic regulations and school bus safety

8. Stop at all railroad crossings and check visually and aurally that it is safe to cross before proceeding
9. Report all bus accidents to local school authorities, and reports all accidents and pupil injuries immediately to the building principal and transportation supervisor, and complete required reports
10. If ticketed as a result of an accident or traffic stop by police, pay any fines and

- court costs and attend any driving safety classes ordered by a judge
11. Refrain from using cell phones while the bus is turned on or in gear, either to receive calls or to make calls
 12. Report all information necessary for vehicles violating the “Stop Arm Law”
 13. Attend any required training and demonstrate driving proficiency

Interacting with Students

1. Transport only authorized pupils and ensure that all students have left the bus at the end of the route
2. Abide by all federal and state law, administrative rules, and Board policy when loading and unloading passengers
3. Unload passengers seat by seat
4. Maintain discipline on the bus and write up students that violate rules
5. Require all students to remain seated when bus is in motion
6. Do not allow students to consume soda, food, or gum on the bus
7. Participate in emergency evacuation drills in accordance with federal and state law, administrative rules, and Board policy and instruct passengers regarding safety regulations and other bus rules

Other

1. Maintain records as assigned by the transportation supervisor
2. Abide by all federal and state law, administrative rules, and Board policy
3. Know and follow school district policy and the chain of command
4. Interact with students, parents, staff, and others in a positive manner
5. Keep immediate supervisor informed of activities and issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the transportation supervisor or Superintendent of Schools in conformance with district policy and Idaho law and administrative rules.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

**I.C § 33-512
I.C. § 33-1210
IDAPA 08.02.02.004.02**

**Legal Reference:
Governance of Schools
Information on Past Job Performance
Standards for Idaho School Buses
and Operations**

**Reviewed and Revised: February, 2016
Reviewed & Adopted: July, 2008**

822.3 JOB TITLE: Cafeteria/Food Service Manager

REPORTS TO: PRINCIPAL/SUPERINTENDENT

JOB GOAL: To coordinate cooking preparation of meals, cooking portions, and service food for daily meals and oversee kitchen staff. Maintain: POS records with the Lunchbyte program; Inventory/Recipes with Nutrikids program and analysis of menu; Quicken records for income/expenses. Meet nutritional needs of students as per federal Child Nutrition Guidelines.

PERFORMANCE RESPONSIBILITIES:

- Coordinate work direction of all kitchen help.
- Plan monthly menus as per SDE Child Nutrition Guidelines.
- Orders supply/grocery for menus and maintains a current inventory. (Rotate inventory monthly)
- Annual evaluation of kitchen help. Input on interview applicants and hiring of help. Responsible for calling substitutes.
- Daily POS records maintained and weekly billing of any charges allowed. Monthly follow-up on billing if charges are not paid weekly.
- Daily Quicken Account maintained. (Prepare monthly Elementary Teacher Lunch Duty Billing). Prepare yearly budget draft for Food Service Program. Prepare reports to SDE Child Nutrition as required.

- Monitor proper quantities/quality of food, proper use of recipes, dietary requirements, standards of sanitation and cleanliness, and demonstrated the proper use and maintenance of equipment.
- Knowledge of basic nutrition in preparation of special diets if needed.
- Follow all Federal Guidelines as applicable to the Food Service Program.

Annual Review by Principal/Superintendent

185 Day position/8 hour day

Adopted: August 14, 2002
Reviewed & Adopted: July 9, 2008

822.4 JOB TITLE: Activities Advisor

QUALIFICATIONS: Must hold a valid teaching certificate and/or completed 15 clock hours under the National Federation Interscholastic Coaches Education Program (NFICEP).

REPORTS TO: PRINCIPAL(S)

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organize the overall program of extracurricular athletics, both intramural and interscholastic, of the district.
2. Provides input into the selection and assignment of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community informed of all athletic activities.
4. Assumes responsibility for the organization and scheduling of interscholastic athletic events.
5. Arranges officials for home contests.
6. Arranges transportation for athletic contest participants.
7. Provides input into the development of rules and regulations governing the conduct of athletic activities.
8. Provides input into the athletic program budget.

9. Organizes all ticket sales and fund-raising events of the athletic program.
10. Arranges field and gym practice schedules.
11. Plans and organizes an awards program for athletes.
12. Confers on a regular basis with the appropriate Principal(s) as to scheduling and planning of athletic events.
13. Responsible for the concession stand for home games. (Organizes workers, orders, stocks, and inventory supplies for the concession stand.)
14. Performs other duties as assigned.

Adopted: September 10, 1997
Reviewed & Adopted: July 9, 2008

822.5 JOB TITLE: Cafeteria/Food Service Worker
REPORTS TO: CAFETERIA/FOOD SERVICE MANAGER

JOB GOAL: To serve the students attractive and nutritious meals in a clean , safe and caring atmosphere.

PERFORMANCE RESPONSIBILITIES:

- Assists in the preparation and serving of food in a quick and pleasant manner.
- Assumes responsibility for seeing to it that during meal service periods the supply of food offered is replenished regularly.
- Assists in the daily clean up of the kitchen and service areas.
- Performs major cleaning of refrigeration and storerooms at regularly scheduled intervals as designated.
- Assumes the responsibility of the Cafeteria in the absence of the Manager.

TERMS OF EMPLOYMENT: As assigned

EVALUATION: Annual by Cafeteria/Food Service Manager

Adopted: August 14, 2002
Reviewed & Adopted: July 9, 2008

823.0 CLASSIFIED EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

Because of the unique nature of social media sites, such as Facebook and Twitter, and because of the District's desire to protect its interest with regard to its electronic records,

the following rules have been established to address social media site usage by all employees:

Protect Confidential and Proprietary Information

Employees shall not post confidential or proprietary information about the District, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District or as provided by State or federal law.

Do Not Use the District's Name, Logos, or Images

Employees shall not use the District logos, images, iconography, etc. on personal social media sites. Nor shall employees use the District name to promote a product, cause, political party, or political candidate. Nor shall employees use personal images of students, names, or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

Respect District Time and Property

No Use of Social Media during Work Hours or on District Equipment

District computers and time on the job are reserved for District-related business. Employees shall not use District time or property on personal e-mail or social media sites.

On Personal Sites

If you identify yourself as a District employee online, it should be clear that the views expressed, posted, or published are personal views, not necessarily those of the District, its Board, employees, or agents.

Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to work with students, and thus undermine effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment

Keep Personal and Professional Accounts Separate

Staff members who decide to engage in professional social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Use of District email for this purpose is prohibited and will be considered a violation of District policy that may result in disciplinary action.

Contact with Students

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. Excessive informal or social involvement with students is therefore prohibited. This includes:

1. Listing current students as “friends” on networking sites wherein personal information is shared or available for review which results in the classified employee not maintaining the Code of Ethics requiring professional relationships with students both inside and outside the classroom;
2. Contacting students through electronic means other than the District’s email and telephone system;
3. Coaches electronically contacting a team member or members without including all team members in the communication;
4. Giving private cell phone or home phone numbers to students without prior approval of the District; and
5. Inappropriate contact of any kind including via electronic media.

Nothing in this policy prohibits District staff and students from the use of education websites or use of social networking websites created for curricular, co-curricular, or extracurricular purposes where the professional relationship is maintained with the student.

Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or any other electronic methods will result in the required reporting of such conduct to the Professional Standards Commission by the District’s Administration.

Rules Concerning District-Sponsored Social Media Activity

If an employee wishes to use Facebook, Twitter, or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, the employee must also comply with the following rules:

1. The employee must set up the club, activity, etc. as a group list which will be “closed and moderated”;
2. The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means;
3. Members will not be established as “friends” but as members of the group list;
4. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee. Persons desiring to access the page may join only after the employee invites them and allows them to join;
5. Parents shall be permitted to access any site that their child has been invited to join. Parents shall report any communications by students or school personnel they believe to be inappropriate to District administration;

6. Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team;
 7. The employee responsible for the site will monitor it regularly;
 8. The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose;
 9. Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees' personal social media profiles and pages;
 10. Postings made to the site must comply with the District's Policy on Employee Use of Electronic Communications Devices; and
11. The Superintendent reserves the right to shut down or discontinue the group if he or she believes it is in the best overall interest of the students.

Legal Reference: Code of Ethics for Idaho Professional Educators

Adopted: June, 2017