

“Rigor, Relevance, and Relationships,
Yields
Character, Confidence, and Competence.”

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Staff Handbook

North Gem School District #149

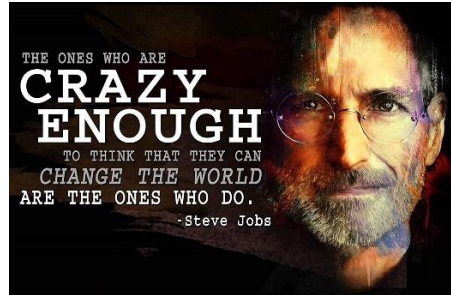
2023-2024

INTRODUCTION:

This handbook is published so all staff may have a ready reference to information which is necessary to the understanding of the daily operation of our school. For a complete reference and further clarification on staff and student policies and procedures, please refer to the **North Gem School District #149 policy manual**. It is important that all staff read the information contained in this handbook.

Welcome! Everyone wants to be appreciated and engaged in something meaningful. This is particularly true about educators. It is important that we understand our “why” when it comes to doing this job. You can hear all kinds of things about how your profession makes all others possible, or how you have the power to change lives, or even how bad the kids need us with the world in chaos. However, if you don’t believe that you are a part of a team, or won’t commit to being a part of a team that can make a difference, it doesn’t matter. Being personally committed to working together, sharing our passion, sustaining each other through the tough times, dedicated to helping our students to achieve and grow, and willing to sacrifice when necessary, is what it takes, otherwise it’s all just talk with no heart or soul. That’s what it means to know your “why”.

As we start a new school year your challenge is to commit to each other. Decide that you will be an ideal team mate that can be trusted, dedicated, and striving equally on the mountainside while we climb. We have an opportunity to make of our lives and experiences what we will. In North Gem we can build and sustain a place we love to work with friends and colleagues who thrive in the positive. This will influence our students and community. Take a minute and decide your “why” and determine if it is enough to sustain you in this endeavor.



BOARD OF EDUCATION

- Raini HaydenBoard Chair
- Marc Holbrook.....Board Vice-Chair
- Dr. Phil Knox.....Board Trustee
- MaLissa Barfuss.....Board Trustee
- Paul Curtis.....Board Trustee
- Candie Massey.....Board Clerk

ADMINISTRATION

- Dr. Todd Shumway..... Superintendent/ Principal
- Joy Nelson..... SPED Director/Coordinator
- Sam Wadsworth... Curriculum Director
- Camille Yost & Brenda Barnes..... Athletic Directors
- Walter Eiman Counselor/Federal Programs Director
- Candie Massey Business Manager

FACULTY

Camille Yost.....	Science
Heather Hendren.....	Vocational Agriculture
Hailey Hatch.....	Language Arts/Speech
Joy Nelson.....	Special Education
Rick Hatch.....	Social Studies, Government, History
Cathy DeWitt.....	High School Math
Alex Hamilton.....	Middle School Math/ other subjects
Diane Christensen.....	Middle School English, Reading
Amber Rose.....	Health, Science, Physical Ed.
Diana Saxton.....	Kindergarten
Stephanie Christensen.....	1 st Grade
Whitney Ball.....	2 nd Grade
Kim Lloyd.....	3 rd Grade
Sam Wadsworth.....	4 th Grade
Julie Holbrook.....	5 th Grade

EXECUTIVE LEADERSHIP TEAM

Julie Holbrook.....	Elem. Lead Teacher
Sam Wadsworth.....	RtI/ PLC Coordinator
Diane Christensen.....	M.S. Lead Teacher
Cathy DeWitt.....	H.S. Lead Teacher
Walt Eiman.....	School Counselor

DEPARTMENT HEADS

Tim Mendenhall.....	Maintenance Supervisor
Jill Askew.....	Food Service Supervisor
Corry Hatch.....	Transportation Supervisor
Jim Murdoch.....	Technical Support Coordinator
Nicole McLain.....	Media Center Assistant
Candie Massie.....	District Clerk/Business Manager
Raquel Reed.....	District Office Secretary

ABSENCES (Personal Leave, Sick Leave, Bereavement):

Board Policy 5400

It is the responsibility of the staff member who will be absent to inform the Superintendent through the leave of absence form and make the necessary arrangements for a substitute. Please notify the office of who your substitute will be. **Statement of absence forms are in the front office and need to be completed for all absences.** When possible, please allow two weeks prior notice on all personal leave requests. It is also the responsibility of the staff member to arrange duty coverage if a Substitute is not required.

Personal Leave – All certified and full time classified employees will be entitled to 3 days personal leave with full pay. Personal leave days may be taken as full or half days or used in any combination of full and half days, not to exceed the accumulated total of the individual employee.

Sick Leave - Certified employees and full time classified employees shall receive one day of sick leave with full pay for each month of service. Sick leave is not to be used for personal, vacation, or other leave. Sick leave shall only be used in cases of actual illness or disability or other medical and health reasons necessitating the employee's absence from work, or in situations where the employee's personal attendance is required or desired because of serious illness or disability in the immediate family. For purposes of this rule, immediate family means spouse, child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage.

Bereavement Leave – Certified employees and full time classified employees shall receive three days of bereavement for immediate family and one day for close friends. For purposes of this rule, immediate family means spouse, child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage. Additional days may be granted with the support of the superintendent.

ACCIDENTS:

If you are injured, please report it to the office as soon as possible. If a student is injured, please read and follow the Student Accident procedures Guidelines and complete the necessary incident report.

ASSEMBLY SUPERVISION:

All teachers and one-on-one paraprofessionals are required to be present at all assemblies unless specified otherwise. Other employees are not expected to attend unless requested to be there or if they so desire to attend on their own time. All teachers will sit with their class and will take attendance of those class members attending.

BUILDING USE:

Recommendation- Staff with keys are able to access our facilities and the areas they use as needed. Other areas such as the gym and weight room are also available to them. We ask that facilities are cleaned and taken care of after use. We ask that Staff be respectful of the facilities and **request in writing the use of the school building** or areas of the school building for large events or events with many people. This will help us make sure that events are not scheduled over each other. **Teachers and staff are not to loan their keys to anyone for any reason. This is due to the need for our buildings to be secure and the costly measures that we have done to make this possible. Any employee that loans keys or loses keys (fobs and key code included) may be responsible for the costs of re-keying or re-coding the facility, property damages, or theft of equipment.**

COMPUTERS:

Computers are a great resource for instructional purposes and should be used in this manner. All staff must sign an agreement on the appropriate use of computers at North Gem. Both staff and students are responsible for the manner in which they use the computers. Staff use of computers should be limited to preparation time. Inappropriate use of the computer including inappropriate Email messages will result in loss of privileges. At the end of the school year, staff will remove all personal messages and files from the North Gem computers. When there is a substitute they will be given their own credentials. **Reminder: all information on school district computers is eligible for Legal review if subpoenaed. Be cautious!**

COPY MACHINES:

The copy machines are here to help expedite preparation for classes and to assist students in preparing reports. Because of heavy use, the maintenance contracts and other repairs are very expensive. This means that we must operate the machines with great care.

1. No one is to use the machines without being taught by the secretaries.
2. At the first sign of difficulty contact the secretary for help. Do not run the machine until the problem is resolved.
3. Copies for personal use will cost ten cents (\$.10) per copy
4. Copies may not be run for any purpose other than schoolroom use unless they are paid for in advance.

DANGEROUS WEAPONS:

If a student is found to have a weapon, contact an administrator immediately! Idaho Code 18-3302 and the "Gun Free School Act." made it illegal for weapons to be on school grounds. Suspension or expulsion and prosecution may occur.

DOCTOR APPOINTMENTS:

Staff needing to see the doctor will be required to report it as sick leave.

DEFICIENCY LIST:

Student deficiency lists will be completed and emailed to the office no later than **9:00 a.m. on Monday mornings**. Teachers will contact parents and advise them when their student is on the deficiency list.

DISCIPLINARY ACTION:

Classroom rules including procedures and consequences will be clearly posted in every room and/or contained in the class syllabi with a copy given to the Administration. It should be noted that discipline by the teacher is most effective with parent help. When this process does not work - or in the case of serious infractions, a **Student Incident Report** is completed in PowerSchool and given to the Administration. The Administration will call the student out of class and deal with the infraction. When the student is a threat to the teacher, himself, or other students the student should be brought to the office immediately and be dealt with on an emergency basis. If this is not possible, the teacher is to insure everyone's safety by moving his/her class to another area and get the assistance of the Administration. Parents will be contacted and, if necessary, local authorities will be called in to assist.

DRUG FREE SCHOOL:

North Gem School District #149 is committed to maintaining a workplace free from alcohol and illegal drug abuse and recognizes that the use of illegal substances is a very serious problem with physical, emotional, social, and legal implications. Of primary concern is the effect of illegal substance abuse on job performance and productivity in the work environment. Any student, teacher, staff or administrator bringing or using alcohol or illegal drugs on campus, or suffering from the effects of illegal drugs, will be suspended immediately.

E-MAIL SYSTEM:

All staff receive an email account upon completion of the North Gem computer agreement. You are encouraged to use it as a means of communication. All messages that are sent via email are un-secure which means that a mediocre hacker (some of our Students) could read them. Therefore, please do not send anything via email that you would not want to broadcast to the whole world. Please keep messages brief and polite. Delete old messages **regularly**. Each email account can only hold a limited number of messages and they are automatically deleted by the system according to age. Be advised that the system administrator will maintain the right to inspect your files at any time if it is believed the computer is being used incorrectly.

EMERGENCY DRILLS:

Lock Down

Teacher

- Scan hallway for students.
- Lock interior doors.
- Turn lights off.
- Do not open the door.
- Maintain silence.
- Consider Move, Secure, Defend.
- Take attendance.

Hall Check

Teachers

- Scan hallway for students.
- Lock interior doors.
- Report suspicious activity to the office.
- Do not open the door.
- Continue class.
- Specific Instructions will follow

Evacuation

Teacher

- Bring a clipboard &/or binder.
- Lead students to evacuation locations.
- Take attendance.
- Notify if any students are missing, injured or if any extra students are present.

Reverse Evacuation

Teacher

- Bring everyone indoors.
- Take attendance.
- Notify the office if any students are missing, injured or if any extra students are present.
- Direct visitors to the office.
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Please see the North Gem School District Emergency Operations Plan that is in a red folder by the door for more specific direction. The Information above comes directly off the Door Card that explains the actions of a teacher and a student in a lockdown, hall check, evacuation, and reverse evacuation. When a siren sounds or directions are given over the intercom they need to be followed.

EMPLOYEE DRESS CODE:

As employees and representatives of North Gem School District #149, staff members are expected to dress professionally as **examples** for the students we serve, and not distract from the educational learning of our students. The need to maintain professionalism in our dress and grooming is essential to projecting a positive image not only to our students but also to parents, visitors and other professionals involved in the activities of North Gem. There will be circumstances due to an activity or job exceptions that warrant a deviation from “Professional” standards and this is understood; but it is the responsibility of each individual to take pride in themselves and the profession they represent.

The following is a list of UNACCEPTABLE ATTIRE when on duty and when students are in attendance. This list is intended to be a guide and is not comprehensive:

- T-shirts with writing, profanity or basic t-shirts, (North Gem/ dressy t-shirts are acceptable.)
- Shirts with cut-off sleeves, tank tops and halter tops.
- Inappropriate necklines.
- Shorts, Bermuda style shorts, dresses/skirts above mid-thigh when standing or sitting.
- Clothing which exposes the midriff, shoulders, back, or is low cut.
- Bandannas, athletic headbands, or hats in the buildings.
- Sweat pants or warm-up suits.
- Spandex leggings or exercise-type shorts or skin-tight clothing (cotton/lycra leggings with a long shirt or sweater are acceptable.
- Footwear: Shoes must be worn in the building. Footwear should provide appropriate support and safety to perform job responsibilities. (Birkenstock type sandals and tennis shoes are acceptable in certain situations, if they are clean and neat).
- Jeans or pants that are faded, torn, sloppy or dirty are not acceptable.

Equal Employment Opportunity and Non-Discrimination:

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

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to the Title IX or Nondiscrimination Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students and applicants of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator.

ERRANDS:

The school district is responsible for all students during the school day (including school activities) and can be held liable for any injury, or accident, involving students during this period of time. **With this in mind, students should not leave the building, or their working area to run errands for the teacher or themselves. Anytime the student leaves the school premises he/she must check out through the office and will be allowed to leave after parent permission has been secured.**

Evaluation Process:

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. **The primary purpose of such evaluation is to assist personnel in professional development, in achieving District goals, and to assist with decisions regarding personnel actions.** This policy applies to certificated personnel, but the District shall differentiate between non-instructional and pupil instructional personnel. The Superintendent is hereby directed to create procedures that differentiate between certificated non-instructional and certificated pupil instructional personnel in a way that aligns with the Charlotte Danielson Framework for Teaching Second Edition to the extent possible and aligns to the pupil staff's applicable national standards.

Each certificated staff member shall receive at least one written evaluation to be completed no later than June 1st for each annual contract year of employment and shall use multiple measures that are research based and aligned to the Charlotte Danielson Framework for Teaching Second Edition domains and components. The evaluation of certificated personnel shall annually include a minimum of two documented observations.

Objectives

The formal performance evaluation system is designed to:

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

Responsibility

The Superintendent or his or her designee shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution.

Written Evaluation

A written summative evaluation will be completed for each certificated employee by June 1st. A copy will be given to the employee. The original will be retained by the Immediate Supervisor. The evaluation should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives. The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings.

Evaluation Measures

Observations: Periodic classroom observations will be included in the evaluation process with a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st.

Professional Practice: A majority of the evaluation of certificated personnel will be comprised of Professional Practice based on the Charlotte Danielson Framework for Teaching Second Edition. The evaluation will include at least one of the following as a measure to inform the Professional Practice portion: input received from parents/guardians, input received from students, and/or portfolios. The District has chosen **portfolios** as its measure(s) to inform the Professional Practice portion. The Board shall determine the manner and weight of **parental input, student input, and/or portfolios** on the evaluation.

Student Achievement: Instructional staff evaluation ratings must, in part, be based on measurable student achievement as defined in Section 33-1001, Idaho Code, applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators as applicable to the position. This portion of the evaluation may be calculated using **current and/or the immediate past year's data** and may use one or both years' data. Growth in student achievement may

be considered as an optional measure for all other school-based and District-based staff, as determined by the Board. Formative data collection to support summative data is expected in this section of the evaluation.

Charlotte Danielson Framework: The evaluation will be aligned with minimum State standards and based upon the Charlotte Danielson Framework for Teaching Second Edition and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based. Individual domain and component ratings must be determined based on a combination of professional practice and student achievement as specified above.

Meeting with the Employee

At the beginning of the new school year all certificated employees will meet with the superintendent to review past goals, current goals and areas of needed support. This will constitute a written Professional Learning Plan (PLP) and is the foundation for the evaluation. Each certificated employee will do a personal rating on the Danielson Framework prior to this meeting. Discussion and planning will include data usage and reporting, portfolio items, and goal setting in Domains 2 and 3. Additional meetings will be to review the PLP and check for progress. Formal observations will be scheduled during these meetings along with reviews of past observations.

To review the entire policy on Evaluations see Policy #5340 in Board Policies.

EXPULSIONS:

Expulsion or suspension may occur when "major" social skill problems or Level 2 or 3 offenses occur. For examples of Level 2 or Level 3 offenses see the student handbook.

FACULTY ROOM

The faculty room will be available for use by all faculty and staff as a work area and break room. Please cleanup after you're finished, i.e. paper scraps, mail, microwave, and fridge. If there is a problem with the equipment, please contact the office. Trained TA's are allowed to use the faculty room with permission of their teacher.

FIELD TRIPS:

A field trip request must be filled out with the superintendent's signature two weeks in advance of all field trips. Overnight and out of state trips must be school board approved. If arrangements are not made within this time frame, drivers cannot be assigned and the trip will not occur. All students must have a signed permission slip to attend the field trip. Whenever elementary students leave campus or Middle and High School students ride in a school vehicle a permission slip must be obtained. A school employee must be in attendance at all times. In the case of overnight trips additional chaperones may be required at the discretion of the Superintendent, and precautions need to be taken, especially in room assignments and the supervision of free time. The school dress standards apply to all staff as well as students during field trips.

GRADES:

To encourage students and parents to be current on student progress teachers will update student progress by adding grades and upcoming work due dates every week in PowerSchool. All final grades must be posted on the computer system no later than 2 days after the grading period ends. If you are unable to post your own grades please contact the secretary to assist you. Time has been built into the school calendar for this to happen. As per district policy, teachers will be required to use the PowerSchool operating system.

GUEST SPEAKERS:

All speakers, guest instructors, or personal visitors of any kind, **must** be approved by the Administration. Please submit forms for necessary approval.

HALL/LUNCH SUPERVISION:

Supervision is a team effort. Staff members will be outside their classroom door greeting students during passing times. This is a great way to build relationships as well as being a preventative safety and behavior measure. While it is recognized that this is not always possible, each teacher should work to support staff and students by providing hallway supervision. The administration will also be in the hallways during passing time. Faculty and staff may be assigned a rotation to supervise lunch for their grade levels (Elem, MS, HS). Free lunch will be provided during your supervision week.

HOMEWORK:

In order for our students to be prepared for the challenges they will face in the world of work, homework is essential. It is expected that every required class will have a reasonable amount of homework, and that other classes will have homework on an “as needed” basis. Elementary students in all of the grades, K-4, are expected to do homework on a regular basis. All homework must be related to accomplishing meaningful learning and stated classroom objectives. Data from homework should be used to track student learning progress. Communicating this progress with students and parents is essential to establishing respect for your skills as a teacher.

INCLEMENT WEATHER:

Emergency closing, or delay of school due to inclement weather, etc., will be announced using the Caribou County Emergency alert system, email, text, and school website. As students and staff have access to technology and Google classroom - facility closures will be accompanied by an announcement of a move to online learning for that day. Students and teachers will be expected to communicate lessons and complete assignments online. Students should be knowledgeable in using the classroom online tools prior to a closure event. Students are expected to check in for attendance purposes with each teacher and teachers will record attendance on PowerSchool. This practice will eliminate the need to declare snow days that can require make-up days over spring break.

INSURANCE:

Our District purchases insurance for full time employees through the Idaho State Employee Insurance with Blue Cross of Idaho. See fliers or check online to learn details regarding your coverage and options to add family.

INTERNET:

The use of the Internet is to support the educational vision, mission and objectives of the North Gem School District # 149 as well as to support the education research needs of its users. All users are expected to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to, the following:

1. Users will not use profanity, vulgar or insulting language, or be combative or harassing in any messages public or private.
2. Users may not reveal personal information of others and should be cautious when revealing users' own personal information (home address, phone number, etc.).
3. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
4. All communications and information accessible via the computer network service should be assumed to be private property but open to North Gem scrutiny.
5. Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor may they encourage the use of controlled substances.
6. Users will not transmit materials, information or software, access the network for commercial gain or activity or participate in any activity that is in violation of any local, state or federal law.
7. Attempts to log in to the system using another user's account will result in termination of the user's account.
8. Changes to settings on computers without permission of the network administrator are prohibited.
9. Chat programs, both programs and web sites that allow chatting, are prohibited.
10. Use of teacher computers by students is allowed with prior written permission of the teacher.
11. Internet games or games from home are not allowed. (This does not include educational games used for instructional purposes by teachers.)

Teachers and staff are to review the District Computer Use Agreement, sign the attached form and submit it to the superintendent/principal.

LESSON PLANS:

The superintendent/principal will check plans periodically and may set up individual teacher files on Drive for teachers to submit and store copies of their weekly lesson plan. Plans must be detailed enough for substitutes to understand and follow. Teachers need to leave a day or two of generic lesson plans in the purple folder in their office mailbox in case of emergency absences.

MEDICATIONS:

If a student must take medications during the school day, the following guidelines shall be followed.

Prescription Medications

1. The parent/guardian must submit a written request to the office when we are asked to administer medication.
2. The medication must be in its original container.
3. The students' name, prescription number, doctor, and directions must be clearly printed on the container.

Non-prescription (over the counter) Medications

The parent/guardian should administer the medication to the student. This would include aspirin cough drops, etc. Teachers are not to administer any over the counter drugs at any time.

MONEY:

There is to be no school/student money left in your room or office past the end of the school day.

Please turn all monies into the front office for accounting immediately after being received. Teachers and staff must obtain a receipt from the office each time the money is received. Each month an account statement will be provided to coaches and advisors with money deposited and expenditures made. Keeping money from fundraisers or fees and using it for purchases without an accounting through the office is illegal.

MORNING NEWS:

Announcements for the morning news need to be submitted to the office before 7:40 a.m. Teachers are responsible to read these to students in 2nd period. Student Council will be providing a live reading of morning news at the beginning of 2nd period over the PA system for the high school students.

PARENTS:

Parents are our best source of help and support. Teachers are expected to contact parents with reports of the great things our students are doing. Also, if you need to discuss solutions or concerns, please notify the parents. Make it a point to contact every parent with a positive message about their student. A personal visit or phone call is preferred and establishes a better connection between you and them.

PHONE:

Please do not make any personal calls during your class time. We don't allow students to use phones during class and should set an appropriate example with our phone usage.

PURCHASE ORDERS:

All school district monies **must be encumbered and spent through the purchase order procedure** unless specific permission is obtained from the superintendent prior to the purchase.

Purchase Order Process:

1. Pickup P.O. request in the office or via email.
2. Fill out.
3. Return request to office.
4. Initialed by business manager or designee.
5. Signed by Superintendent
6. Ordered by office staff unless asked otherwise.
7. The white copy of the P.O. will be put in your mailbox after it has been approved and ordered, with the faxed or mailed date written on it.
8. Student Accounts P.O.s will have the pink copy of the P.O. placed in your mailbox after it has been approved, ordered, and paid, with the check number and paid date written on the P.O.

REFERRALS/CATEGORY DISCIPLINE SYSTEM:

Level 1 offenses will be handled by the classroom teacher. The principal in discussion with the classroom teacher will be responsible for all high school, middle school and elementary referrals that are **Level 2 and 3 offenses**. North Gem School District Administration will work with classroom teachers and staff as a united team to address student behavior and discipline redirection. Administration will address these issues where they take place as well as in their offices when the context is more fitting.

RETIREMENT:

There will be no 403 B Plans offered except with PERSI. Please contact the District Business Manager with questions or concerns.

SEMESTER TEST: *Valid and Reliable Assessments*

Semester tests are required for every course in 6-12 grades. Dates of finals weeks are listed in the District Calendar section of the student handbook. We do not excuse students from these summative assessments. Final exams should be linked to identified objectives and standards specific to each content area and formative data. Student progress/achievement data per assessment is to be submitted to the principal for inclusion in staff evaluations. PLC teams will review formative assessment data quarterly.

SEXUAL AND/OR OTHER TYPES OF HARASSMENT:

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he or she makes unwelcome advances; requests sexual favors; or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - Substantially interfering with the student's educational environment;
 - Creating an intimidating, hostile, or offensive educational environment;
 - Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
 - Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline. Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion, consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given the appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall ensure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts. Students will be asked to complete form 3290 F Harassment Form.

SMOKE FREE BUILDING:

In order to protect the health of the students, staff, and the general public who utilize the school campus, North Gem School District #149 observes the Idaho Executive Order (#92-2) and the State Board of Education resolution adopted March 18, 1994 regarding smoking on campus – **tobacco use in any form will not be allowed on the school grounds or in any of the buildings.**

SUPERVISION OF STUDENTS:

Students must be supervised at **all times** while on the North Gem campus. Staff should place themselves in a position to quickly supervise the students at all times. If you must leave your classroom for any reason, please ensure that someone supervises your students.

SUPPLY CLOSETS:

School provided supplies are for the use of the teaching staff, **not the students.** Any supplies needed for assignments, dances, posters, elections, etc. are to be purchased by the students or class.

TARDIES:

Students will be tardy unless we require and encourage them to be prompt and ready to start class when the bell sounds. One great way to encourage students is for the instructor to start with very interesting, exciting, important material immediately when the bell stops ringing. Taking a silent role when the students are engaged in a learning activity is the best time for role. **Any student who is more than ten minutes late for class is considered absent from that period.**

TEACHER AIDES:

Students assigned as teacher aids are to assist teachers by doing clerical work and other tasks. Aids will not be responsible for students in the class. They should never have access to confidential information. A teacher must give approval before an aide can be assigned. Once assigned, it becomes the teacher's responsibility to supervise the aide. Aides must stay with their assigned teachers unless doing specific job tasks outside the room. They are not to wander the halls, into other rooms, (unless assigned there) leave the building, etc. Requests for Teachers Aides should go through the counselor and principal and will be equally dispersed.

VIDEOS POLICY:

It is Board policy to establish course curriculum and work in partnership with parents to promote an appropriate learning environment that reflects community values. Therefore, the following guidelines represent Board policy regarding how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum.

Educational Relevance

The showing of movies and videos must be limited to a specific educational purpose. General selection criteria should include quality of the overall work; fair and accurate representation of the facts; the reputation and significance of the writer, director, and performer(s); and critical acclaim of the work itself.

Age Appropriate Movies

*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.

*High School: Only G, PG, and PG-13 rated movies may be shown without parental permission. Only certain segments having a valid educational purpose of any R-rated movie may be shown.
2570-2

Any segment of an R-rated movie to be shown at the high 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 discourages the showing of R-rated movies in school. However, the Board also recognizes that some segments of certain R-rated movies may have a valid educational purpose. Therefore, R-rated movies are not to be shown in their entirety, and segments may be shown only if no other means of instruction can present the information. Signed, written permission must be granted by a parent/guardian before the student may view the excerpt. (Policy Form 2570F)

Administrator's Authorization

At least five days prior to the showing, the instructor or teacher shall submit to the principal, in writing, the following information on the particular film:

1. Title and brief description;
 2. Purpose for showing the movie or video;
 3. Course objectives the movie or video will help meet;
 4. Proposed date(s) of viewing;
 5. When and how parents will be notified and how, if necessary, consent will be obtained;
- and
6. Audience rating (G, PG, PG-13).

The permission and opt out forms and the entire policy can be found in North Gem School District #149 Policy Manual Policy Number 2570 and the form 2570F.

VISITORS:

All visitors including parents are to check in at the main office before visiting classrooms, administration or staff. Permission may then be given by the secretary to wait by the office or proceed to the designated area. The Superintendent must approve all visitors participating in a class presentation or lecture.

WORK DAY:

Educators dedicate a great amount of time to their students, community, and professional responsibilities.

- **Faculty: our building will be open for learning and support time from 7:30-4:15, Monday through Thursday.** Parents and students should be able to contact teachers and supervisors in our facility during those hours. If you need to be out of the building during that time make sure to notify the front office and have appropriate accommodations made.
- **Para Educators hours are 8:00-4:00 unless otherwise approved. It is imperative that Para educators are on time and on schedule always to allow for the services you were hired to provide our students are being done consistently.** Additionally, supervising students and keeping information confidential is a priority. Being late for work, leaving early, or missing scheduled assignments demonstrate a lack of professionalism and may result in dismissal from employment.
- **Dance supervision:** teachers are to sign up in the office for dance supervision duty. Each teacher is required to supervise one dance a year; Homecoming, Winter/Sadie Hawkins, or Prom. Additional dances/events are optional for supervision.
- **Athletics:** Each Faculty and Staff member will receive an annual All Home Game Sports season pass for North Gem Athletics. It is expected that all Faculty and Staff will sign up to help at home events. The sign up list of events and positions needed is available in the office. Each staff member is expected to help at three of these events. If you would like to help at more events you can earn a pass for a spouse or other family member on a reimbursement basis (purchase the pass and are reimbursed when event assignments are complete). Our community and students need to see us at events to support the building of positive relationships. All help is needed and appreciated to provide quality experiences for our students and community.

These opportunities also help us be visible to our community and allow for connections that should support positive impressions of us and the pride we have in our school and work. Thank you for your professionalism and dedication to each other and our community. You make a difference!

PERMISSION TO USE LIKENESS

I hereby authorize North Gem School District permission to use my likeness in a photograph, image, motion picture, video recording, and/or sound recording, for use in any and all of its publications, including website entries, social media or to otherwise publish, circulate and disseminate said photographs, images, motion pictures, video recordings, and/or sound recordings or any duplication or facsimile thereof for any lawful purpose they deem proper. I recognize and consent that a name may or may not be attached or utilized in relation to the publication of any such photograph, image, motion picture, video recording, and/or sound recording and consent to the same.

By making such authorization, I hereby relinquish and assign to North Gem School District all right, title and interest I may have in the photographs, images, motion pictures, video recordings, and/or sound recordings, negatives, reproductions or copies, including, but not limited to, the right to copyright the same used by them. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness or voice appears; and waive any right to royalties or other compensation arising or related to the use of such photographs, images, motions pictures, video recordings, and/or sound recordings.

I understand that North Gem School District and their respective employees, agents, officers, and owners cannot warrant or guarantee that any further dissemination of my image or voice will be subject to control by North Gem School District. I hereby hold harmless and release and forever discharge North Gem School District and their respective employees, agents, officers and owners, from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons action on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 18 years of age and am competent to contract in my own name. I have read this release and assignment before signing below and I fully understand the contents, meaning, and impact of this release.

(Signature) _____ (Date) _____ (Printed name)

**ACKNOWLEDGEMENT OF HANDBOOK POLICIES AND PROCEDURES
2023-2024**

Statement of Acknowledgement of Commitment:

By signing this document, you as an employee attest that you have read the entire handbook, that you understand the requirements of our school district, and that you will follow these rules, policies, and procedures. As you follow these rules and work to be a role model for your colleagues, you will find that freedom and satisfaction always accompany being a disciplined person.

Please sign below, detach it from the handbook and return to the Superintendent by August 22nd, 2023. By signing, the employee understands and agrees to follow the guidelines and rules in this handbook.

I, _____ (print employees name) have read and understand the North Gem School District Employee Handbook. (Check off as completed)

- Daily Operations procedures
 - Deficiencies
 - Taking attendance
 - PowerSchool; discipline reports and grades
 - Morning news
- Absences and Leave Policy –Policy 5400
- Keys and building security
- Emergency events
 - School closures – online learning plan
 - Drills; lockdown, hall check, evacuation, reverse evacuation
- Emergency lesson plans in mailbox
- Field Trips approval process
- Purchase Orders process
- Faculty and Staff dress code
- Video Use policy
- Work Day responsibilities
 - Contact time 7:30-4:15 (teachers) 8:00-4:00 (staff)
 - Signed up for dance supervision (teachers)
 - Signed up for athletic events support (all staff)
 - Received athletics pass

Date: _____

Signature of Employee: _____

COMPUTER AND NETWORK SERVICE USER AGREEMENT

I understand and will abide by North Gem School District #149 policy titled "Computer & Internet Acceptable Use Policy." Should I commit any violation of the policy, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Print Name: _____

User Signature: _____ **Date:** _____

I accept the responsibility to use North Gem SD #149 technology including taking a laptop or other mobile device off school grounds.

I do not accept this responsibility.

I am a:

Certified Staff member of North Gem teaching _____.
Circle assignment: ELEM MS HS

Classified staff user of North Gem working as a _____.

Other user authorized by North Gem _____.



North Gem School District #149

Building Key Sign-Out Form

To be used when signing out keys to employees to access the building

This school district allows teachers and staff to access the building at their leisure, in alignment with the school's policies. Below is an excerpt from the policy regarding building keys/fob. Please see the school's complete policy manual for more information.

Staff Handbook: Building use (pg. 4) Staff with keys are able to access our facilities and the areas they use as needed. Other areas such as the gym and weight room are also available to them. We ask that facilities are cleaned and taken care of after use. We ask that Staff be respectful of the facilities and request in writing the use of the school building or areas on the school building for large events or events with many people. This will help us make sure that events are not scheduled over each other. Teachers and staff are not to loan their keys to anyone for any reason. This is due to the need for our building to be secure and the costly measures that we have done to make this possible. Any employee that loans keys or loses keys (fobs and key code included) may be responsible for the costs of re-keying or re-coding the facility.

Key Assignment

Staff Member Assigned Key	
Click here to enter text.	
Key Number(s) Assigned	Date Keys Assigned
Click here to enter text.	Click here to enter text.

By accepting the key/fob, and signing below, the employee acknowledges that he/she understands the policy listed above and that in the case that the key/fob is not returned or lost, the employee may be responsible for the cost of rekeying the building to ensure the safety of the school. The employee further recognizes that they are to maintain possession of their keys and **never** loan them out to anyone. Loaning keys is never allowed as the transfer of legal liability is not possible for an employee of the district to authorize. Any injury, incident, or damage to property that occurs due to an individual having unauthorized access to the school facilities is grounds for legal action against the employee including but not limited to; legal liability for medical bills, facility repair costs, criminal charges, civil lawsuits, termination of employment, and other legal expenses.

Signatures

Employee Signature	Date	Administrator Signature	Date