



Book Section Policy Manual
5000 Personnel

Title Board Goal Personnel
Code 5000
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5000

Board Goal/Personnel

The human resources of White Pine Charter Schools are valuable and significant in creating an effective educational program and learning environment. Charter schools function most efficiently and successfully when highly qualified individuals are employed to staff the school. Supervision is a necessary, ongoing function of the Charter School's leadership. The Board seeks to promote an efficient and positive school climate in all educational endeavors, in order that students may work toward their greatest potential, and the community will be proud of its investment.

Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated.

Should any provision of Board policy or administrative procedure be held to be illegal by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.



Book Section Policy Manual
5000 Personnel

Title Hiring Process And Criteria
Code 5100
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White Pine Charter Schools.

PERSONNEL 5100

Hiring Process and Criteria

The Board of Directors has the legal responsibility of hiring all certified employees. The Board assigns to the Executive Director the process of recruiting staff personnel. The Director of Schools may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All certified personnel selected for employment must be recommended by the Director of Schools or designee and approved by the Board. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

This policy may be made available to any Charter School employee or person seeking employment with the District.

Certification

To qualify for employment, each teacher must have, and maintain during the entire school year, a valid Idaho teaching certificate on file in the school office at the beginning of the school year. Salary may be withheld if the certificate is not on file by September 10 of the given year. If at any time the teacher certification lapses, is revoked, or suspended, the certificated employee may be subjected to action declaring a contract violation and possible action to terminate the employment of the individual with the School.

Cross Reference: 5100F1-5100F3 Hiring Process and Criteria Forms
5110 Fingerprinting and Criminal Background Investigations Equal Employment Opportunity and Non-Discrimination
5740PA1 2 Reduction in Force Procedures and Forms

Legal Reference: I.C. § 33-130 Criminal History Checks for School District Employees or Applicants for Certificates
I.C. § 33-1210 Information on Past Job Performance
I.C. § 33-5204 Nonprofit Corporation Liability Insurance
I.C. § 33-5206 Requirements and Prohibitions of a Public Charter School
I.C. § 33-5210 Application of School Law Accountability Exemption from State Rules
I.C. § 65-505 Officials to Observe Preference
I.C. § 74-206 Executive Sessions When Authorized IDAPA 08.02.04.300 Public Charter School Responsibilities



Book Section Policy Manual
5000 Personnel

Title Certificated Personnel Employment
Code 5105
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White Pine Charter Schools.

PERSONNEL 5105

Certificated Personnel Employment

Pursuant to Idaho Code Section 33-5206(4), the employment of charter school teachers shall be on a written contract conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder.

Return of the Contract

A person who receives a proposed contract from the Charter School shall have 10 days from the date of delivery to sign and return the contract.

Failure to Accept or Acknowledge

Through this policy, the Board delegates to the Director of Schools the power, as the designee of the Board, to declare such position vacant should a signed contract not be returned within the designated period.

Cross Reference: Policy 5340 Evaluation of Certificated Personnel Policy
6100 Superintendent

Legal Reference I.C. § 33-507 Limitation upon Authority of Trustees
I.C. § 33-513 Professional Personnel
I.C. § 33-514 Issuance of Annual Contracts Support programs Categories of Contracts Optional Placement
I.C. § 33-514A Issuance of Limited Contract Category 1 Contract
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-515A Supplemental Contracts
I.C. § 33-5206 Requirements and Prohibitions of a Public Charter School



Book Section Policy Manual
5000 Personnel

Title Criminal History Background Checks
Code 5110
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White Pine Charter Schools.

PERSONNEL 5110

Criminal History/Background Checks

General

It is the policy of the Charter School not to employ or to continue the employment of classified, professional or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or, in the case of current employees, may face disciplinary action up to and including termination.

It is the policy of this Charter School to perform criminal history checks as required by Idaho law and to perform other types of background checks on employees or volunteers including, but not limited to:

1. Contacting prior employers for references;
2. Contacting personal references; and/or
3. Contacting other persons who, in the discretion of the Charter School, could provide valuable information to the School.

Where a prior conviction is discovered, the Charter School will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought, or the person is employed. Any individual convicted of a felony offense listed in I.C. § 33-1208(2) shall not be hired.

If an applicant or employee makes any misrepresentation or willful omissions of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

Initial Hires

In order to protect the health, safety, and welfare of the students of the Charter School, Idaho law requires the following employees to submit to criminal history checks. The list is to include, but is not limited to:

1. Certificated and non-certificated employees;
2. All applicants for certificates;



Book
Section

Policy Manual
5000 Personnel

3. Substitute staff;
4. Individuals involved in other types of student training such as practicums and internships; and
5. All individuals who have unsupervised contact with students.

A criminal history check shall be based on a complete ten-finger fingerprint card or scan and include, at a minimum, the following:

1. Idaho Bureau of Criminal Identification;
2. Federal Bureau of Investigation (FBI) criminal history check; and
3. Statewide sex offender registry.

Employees will be required to undergo a criminal history check within five days of starting employment or unsupervised contact with students, whichever is sooner.

The fee charged shall be the responsibility of the employee. All criminal history check records will be kept on file at the state department of education. A copy of the records will be given to the employee upon request.

Employee Arrest or Conviction

All employees shall have the continuing duty to notify the Charter School of any arrest, charge or criminal conviction that occurs subsequent to being hired by the School. In the event that any employee, whether full-time or part-time, probationary or non-probationary, classified or certified, is arrested, charged, or indicted for a criminal violation of any kind, whether misdemeanor or felony, with the exception of minor traffic infractions, he or she is required to report such arrest promptly to the employees supervisor or department head within one business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including termination.

Additionally, if an employee has a protection order served against him or her, the employee shall follow the same reporting requirements as outlined above.

Supervisors or department heads shall contact the Director of Schools or designee upon receiving notification that an employee has been arrested or has a protection order served against him or her. The school reserves the right to determine appropriate disciplinary action in such cases, up to and including termination, depending upon the facts and circumstances surrounding the incident.

It is the discretion of the school to terminate or take other action against any employee that has either been convicted of one or more of the felony offenses set forth in I.C. § 33-1208 or made a material misrepresentation or omission on their job application.

Substitute Teachers

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list, the substitute teacher shall undergo a criminal history check every five years. If a substitute teacher has undergone a criminal history check within five years as a result of employment with another charter school, the Charter School may in its sole discretion, not require a substitute to undergo a criminal history check.

Volunteers

Any volunteer in the Charter School who has regular unsupervised access to students, as determined by the Director of Schools or his or her designee, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration for volunteering in the Charter School.

Any requirement of a volunteer to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If a volunteer has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be



Book
Section

Policy Manual
5000 Personnel

reviewed by the Director of Schools, who shall decide whether the volunteer is suitable to be in the presence of the students in the Charter School. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

Contractors

The school maintains a safe environment for students by developing a system that cross-checks all contractors or other persons who have irregular contact with students against the statewide sex offender register.

Confidentiality

Outstanding warrants, criminal charges, and/or protective orders may be confidential. An employee who is provided access to such information relating to another employee shall ensure that the information remains confidential. If an employee discloses such information without authorization, the employee shall be subject to disciplinary action.

Legal Reference: I.C. § 33-130 Criminal History Checks for School District Employees or Applicants for Certificates
 I.C. § 33-5204A Applicability of Professional Codes and Standards Limitations Upon Authority
 I.C. § 33-5211 Application of School Law Accountability Exception from State Rules
 I.C. § 74-106 Records Exempt from Disclosure
 IDAPA 08.02.04.300 Public Charter School Responsibilities
 Public Law 105-251, Volunteers for Children Act



Book Section Policy Manual
5000 Personnel

Title Equal Employment Opportunity
Code 5120
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White Pine Charter Schools.

PERSONNEL 5120

Equal Employment Opportunity and Non-Discrimination

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

Cross Reference: 5100 Hiring Process and Criteria
5250 Uniform Grievance Procedure

Legal Reference: 8 U.S.C. §§ 1324(a), et seq. Immigration Reform and Control Act 20 U.S.C. §§ 1681, et seq. Title IX of the Education Amendments 29 U.S.C. §§ 206(d) Equal Pay Act 29 U.S.C. §§ 621, et seq. Age Discrimination in Employment Act 29 U.S.C. §§ 791, et seq. Rehabilitation Act of 1973 42 U.S.C. §§ 2000(e), et seq. Title VII of Civil Rights Act 42 U.S.C. §§ 12111, et seq. Americans with Disabilities Act, Title I 29 CFR Part 1601 Title VII of Civil Rights Act 29 CFR 1604.10 Pregnancy Discrimination Act - Employment Policies Relating to Pregnancy and Childbirth 34 CFR Part 106 Title IX of the Education Amendments I.C. § 33-5206 Requirements and Prohibitions of a Public Charter School I.C. § 67-5909 Acts Prohibited IDAPA 08.02.04.300 Public Charter School Requirements



Book Section Policy Manual
5000 Personnel

Title Reporting New Employees
Code 5125
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White Pine Charter Schools.

PERSONNEL 5125

Reporting New Employees

The Idaho Legislature has established an automated State directory of new hires to be administered by the Idaho Department of Labor (hereinafter Department). The State directory of new hires provides a means for employers to assist in the State's efforts to prevent fraud in the welfare, worker's compensation, and unemployment insurance programs; to locate individuals to establish paternity; to locate absent parents who owe child support; and to collect support from those parents by reporting information concerning newly hired and rehired employees directly to a centralized state database.

The Charter School will report the hire or rehire of an individual by submitting to the department a copy of the employee's completed and signed United States internal revenue service form W-4 (employee's withholding allowance certificate). Before submitting the W-4 form, the Charter School will ensure that the W-4 form contains the following information:

1. The employee's name, address, and social security number;
2. The Charter School's name, address, and federal tax identification number;
3. The Charter School's Idaho unemployment insurance account number, which must be designated at the bottom of the form; and
4. The employee's date of hire or rehire, which must be designated at the bottom of the form.

This Charter School will report the hiring or rehiring of any individual to the department within twenty (20) calendar days of the date the employee actually commences employment for wages or remuneration. The report will be deemed submitted on the postmarked date or, if faxed or electronically submitted, on the date received by the Department. A copy of the report will be retained by the Charter School, and the copy will set forth the date on which the report was mailed, faxed, or electronically transmitted.

Should the Charter School choose to file its report electronically, the Charter School will comply with the Department's regulations of such transmissions. Electronically transmitted reports will be filed by two monthly transmissions if necessary, not less than twelve (12) days apart and not more than sixteen (16) days apart.

The Charter School is not liable to the employee for the disclosure or subsequent use of the information by the Department or other agencies to which the Department transmits the information.

Legal Reference: I.C. § 72-1601et seq. State Directory of New Hires



Book Section Policy Manual
5000 Personnel

Title Administrative Leave
Code 5130
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White Pine Charter Schools.

PERSONNEL 5130

Administrative Leave

The Board hereby delegates to the Director of Schools and any designee of the Director of Schools, the Board's authority to place a certificated employee on a period of paid administrative leave or paid suspension if the Director of Schools or designee believes that such action is in the best interest of the Charter School.

Should this authority be exercised and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the Board within 21 days of taking such action, whether at the next regularly scheduled Board meeting or a special meeting.

At the time the Board is presented with the action they shall either ratify or nullify the act of placing the certificated employee onto a period of paid leave or suspension. The Board may continue the period of administrative leave or suspension at the time the Board takes action.

Legal Reference: I.C. § 33-5210(3) Application of School Law Accountability Exception from State Rules



Book Section Policy Manual
5000 Personnel

Title Applicability Of Personnel Policies
Code 5200
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White Pine Charter Schools.

PERSONNEL 5200

Applicability of Personnel Policies

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the Charter School.

Classified employees are employed at-will and the Charter School policy manual is not intended to and does not serve to express a term of an employment agreement. The provisions of this policy manual do not create a property right which would modify the School's right to terminate the employment relationship of classified employees at-will.

Legal Reference: Metcalf v. Intermountain Gas Co., 116 Idaho 622 (Idaho 1989)



Book Section Policy Manual
5000 Personnel

Title Assignments, Reassignments, Transfers
Code 5220
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White Pine Charter Schools.

PERSONNEL 5220

Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment, and transfer of position and duties by the Board, Executive Director, supervisor, and/or other administrative staff member. Changes in assignment may also be made at the request of an employee. Assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the Charter School.

If a change of assignment was not requested by the employee, he or she should be consulted and have an opportunity to express his or her preferences. However, the final decision on transfer or alteration of any assignment rests with the Director of Schools.

Teachers shall be assigned at the levels and in the subjects that are appropriate and allowable for the certificates and endorsements they hold. The Director of Schools shall provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

Classified Staff

The right of assignment, reassignment, and transfer shall remain that of the Director of Schools. Written notice of a reassignment or involuntary transfer shall be given the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Director of Schools.

Teaching

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year, recognizing that such placement could change subsequent to this initial notice, including during the course of the school year.

Cross Reference: 6100-6100P Superintendent
6200 District Organization



Book Section Policy Manual
5000 Personnel

Title Accommodating Individuals With Disabilities
Code 5230
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White Pine Charter Schools.

PERSONNEL 5230

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs, and activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The Charter School will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Director of Schools or designee is directed to:

1. Oversee the Charter School's compliance efforts, recommend necessary modifications to the Board, and maintain the Charter School's final Title II self-evaluation document and keep it available for public inspection; and
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Director of Schools or other administrators if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Cross Reference: 5250 Uniform Grievance Procedure

Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.
I.C. 33-5206 Requirements and Prohibitions of a Public Charter School IDAPA 08.02.040399 Public Charter School Responsibilities



Book Section Policy Manual
5000 Personnel

Title Health Examination
Code 5235
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White Pine Charter Schools

PERSONNEL 5235

Health Examination

The Charter School has a legal obligation to protect the morals, health, and safety of the School's students and personnel, and in furtherance of such has an obligation to prohibit the presence of and provide for the removal of individuals whose presence is detrimental to the morals, health, safety, academic/learning environment, or discipline of pupils. The Charter School further has a legal obligation to assure that professional teaching personnel are free from contagious disease.

Should a situation arise where the Director of Schools or designee has reasonable and articulable grounds to believe that any school employee, certificated or non-certificated, is suffering from a physical or mental illness and that such illness:

1. Prevents or impairs the ability of the employee to perform his or her duties; or
2. Poses a risk and/or is detrimental to the health, welfare, or safety of students; or
3. Poses a risk and/or is detrimental to the health, welfare, or safety of other employees; or
4. Falls within the requirements of Section 33-1202(3), Idaho Code, for certificate holders to be free from contagious diseases that may pose a health or safety risk to students or other employees;

the Director of Schools or his or her designee may require the employee to secure a physical or mental examination and obtain a written medical certificate clearing the employee for work to be submitted to the Director of Schools and may put such employee on a period of paid leave, pursuant to Charter School and State statutory leave requirements, until such

time as the examination and clearance to return to work has been obtained. Should such a request be made:

1. The requested examination shall be at the cost of the Charter School;
2. The information obtained by the Charter School as a result of the examination shall remain confidential and disclosed only to employees in a position to require knowledge; and
3. The employee shall not suffer any loss of compensation during the period of absence associated with the requested examination.

Legal Reference: I.C. § 33-1202 Eligibility for Certificate
IDAPA 08.02.04.300 Public Charter School Responsibilities



Book Section Policy Manual
5000 Personnel

Title Certified Staff Grievance
Code 5250
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White Pine Charter Schools

PERSONNEL 5250

Certificated Staff Grievances

It is the Board's desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of written Board approved Charter School policy.

Grievance Procedure

A staff member with a grievance is encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment or violation of any other protected status should be discussed with the first line administrator that is not involved in the alleged harassment. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall file the written grievance with their immediate building principal. The written grievance shall state:

1. The policy employee believes was violated;
2. The alleged date of violation;
3. The actor involved in the alleged violation; and
4. The remedy requested by the employee.

The written grievance must be filed with the Director of Schools within ten working days of the date of the initial event allegedly giving rise to the grievance.

The Director of Schools or his or her designee shall meet with the grievant and shall, at the discretion of the Director of Schools or designee, seek whatever additional documentation the Director of Schools deems appropriate, and conduct whatever additional meetings or investigative activities the Director of Schools or designee believes are necessary to address the grievance.

Subsequent to these activities and within a period of ten working days, the Director of Schools shall provide the grievant with a written response to the grievance of the certificated employee.

If the grievant is not satisfied with the decision of the Director of Schools, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within five days of receiving the Director of Schools's decision. The Board is the policy-making body of the Charter School, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Director of Schools to the Board bears the burden of proving a failure to follow Board policy.

Upon receipt of a written appeal of the decision of the Director of Schools, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting so long as received more than 10 days in advance of such meeting. The Board may schedule a Special Meeting of the Board or alternatively such matter may be placed on the agenda for the next subsequently following Board Meeting. A decision shall be made and reported in writing to all parties within 30 days of that meeting. The decision of the Board will be final.



Book Section Policy Manual
5000 Personnel

Title Abused And Neglected Child Reporting
Code 5260
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White Pine Charter Schools.

PERSONNEL 5260

Abused and Neglected Child Reporting

The personal safety and welfare of each child is of paramount concern to the Board of Directors, employees, and patrons of the Charter School. It is of particular importance that employees within the School become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding observation and reporting of suspected child abuse, child abandonment, or child neglect. The Director of Schools or designee shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

"Abuse" is defined in I.C. § 16-1602 of the Idaho Code as any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, or soft tissue swelling. Abuse is further defined in I.C. 16-1602 to include sexual conduct including rape; molestation; incest; prostitution; obscene or pornographic photographing, filming, or depiction for commercial purposes; or other similar forms of sexual exploitation harming or threatening the child's health or welfare or mental injury to the child. Abuse also includes abandonment and neglect.

"Abandoned" is defined as the failure of the parent to maintain a normal parental relationship with his or her child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one year is evidence of abandonment.

"Neglected" means a child:

Who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them with these items;

-I.C. § 16-1602(25).

A Charter School employee who has reasonable cause to suspect that a student may be abused, abandoned, or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment, or neglect shall report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within 24 hours.

Employees of the Charter School shall notify their supervisor immediately of the case. The supervisor shall immediately notify the Director of Schools or his or her designee, who shall also, in turn, report or caused to be reported the case to local law enforcement or the Department of Health and Welfare.

Any person who has reason to believe that a child has been abused, abandoned, or neglected and, acting upon that belief, makes a report of abuse, abandonment, or neglect as required in Idaho Code § 16-1605 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports that a child has been abused, abandoned, or neglected in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed, per I.C. § 16-1606.

In addition, according to I.C. § 16-1607:

Any person who makes a report or allegation of child abuse, abandonment, or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred



Book
Section

Policy Manual
5000 Personnel

dollars (\$500), whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater.

Any Charter School employee who fails to report a suspected case of abuse, abandonment, or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination and if the employee is a certificated professional employee, reporting to the Professional Standards Commission for possible violation of the Code of Ethics for Idaho Professional Educators.

Legal Reference: I.C. § 16-1602 Child Protection Act Definitions
I.C. § 16-1605 Reporting of Abuse, Abandonment or Neglect
I.C. § 16-1606 Child Protection Act Immunity
I.C. § 16-1607 Reporting in Bad Faith-Civil Damages
I.C. § 33-5204A Applicability of Professional Codes and Standards Limitations upon Authority
I.C. § 33-5210 Application of School Law Accountability Exemption from State Rules
IDAPA 08.02.04.300 Public Charter School Responsibilities



Book Section Policy Manual
5000 Personnel

Title Employee Responsibilities Regarding Student Harassment, Intimidation, And
Bullying
Code 5265
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White Pine Charter Schools.

PERSONNEL 5265

Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

The personal safety and welfare of each child is of paramount concern to the Board of Directors, employees, and patrons of the Charter School. It is of particular importance that employees within the Charter School become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

Intervention

Charter School employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying.

Intervention shall be designed to:

1. Correct the problem behavior;
2. Prevent another occurrence of the problem;
3. Protect and provide support for the victim of the act; and
4. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Professional Development

The Charter School shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.

The content of ongoing professional development for Charter School employees shall include, but is not limited to:

1. School philosophy regarding school climate and student behavior expectations;
2. Definitions of harassment, intimidation, and bullying with specific examples;
3. School prevention strategies or programs including the identification of materials to be distributed to students and parents;
4. Expectations and examples of staff intervention to harassment, intimidation, and bullying; and
5. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

Student Discipline

When disciplinary action is necessary for students engaging in harassment, intimidation, and bullying, employees shall follow relevant Charter School policies, including Policies 3330 and 3340.



Book
Section

Policy Manual
5000 Personnel

Reporting

Any Charter School employee who has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying, must report the incident to the designated school official in accordance with Charter School policy and procedure, including Policies 3295.

Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.

The principal and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the Charter School office and reported as required by the State Department of Education.

Policy Distribution

The principal or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks.

Cross Reference: 3295-3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3330 Student Discipline
3340 Corrective Actions and Punishment

Legal References: I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment Intimidation Bullying
I.C. § 33-1631 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
I.C. § 33-5210 Application of School Law Accountability Exemption from State Rules
IDAPA 08.02.02.111 Bullying, Harassment and Intimidation Prevention and Response
IDAPA 08.02.03.160 Safe Environment and Discipline
IDAPA 08.02.04.300 Public Charter School Responsibilities



Book Section Policy Manual
5000 Personnel

Title Personal Conduct
Code 5270
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White Pine Charter Schools.

PERSONNEL 5270

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of Charter School business and are required to comply with and conform to Idaho law, the provisions of the School's Charter and policies, and the Code of Ethics of the Idaho Teaching Profession.

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the Charter School, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's School duties. A Charter School employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the School's own network of communication.

Charter School employees who are contacted by the media should contact their principal, who will consult school procedures for handling such inquiries.

Administrators and supervisors may set forth specific rules and regulations governing an employee's conduct on the job within the school.

Personnel Conflict of Interest

It is not uncommon for a Charter School to employ people who are related to one another or romantically involved with one another. However, it is inappropriate for one family member or romantic partner to have direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, evaluation, etc.).

For the purpose of this policy, family member or romantic partners are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.



Book
Section

Policy Manual
5000 Personnel

In any case, when employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor. If one family member or romantic partner has influence over another family member or romantic partner's conditions of employment, the following should occur:

1. In collaboration with the supervisor, the involved employees will be provided 30 days to make a decision regarding a change. Options include, but are not limited to:
 - a. One employee applying to transfer to another area; or,
 - b. Revising the reporting structure in the department so that one employee no longer has direct influence over the other employee's conditions of employment; or
2. If a decision is not reached by the end of the 30-day period, the department head, or next level of administrator, will resolve the situation.

Nothing in this policy shall require the Director of Schools or Board, in the case when the conflict of interest directly relates to the Director of Schools, to transfer an employee to a different position in an effort to avoid a conflict of interest if doing so would not be in the best interest of the Charter School.

Insubordinate Conduct

In the educational setting, there are high expectations for employee behavior. This is necessary to ensure effective and efficient operation of the school and to model and reinforce appropriate professional interactions for our students. Accordingly, employees shall treat all administrators, students, and colleagues in an appropriate professional manner.

Employees shall comply with all work-related orders, instructions, and directives issued by a proper authority. Insubordination; manifest disrespect; acts or language which hamper(s) the school's ability to control, manage, or function; displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action toward persons in positions of authority are just cause for and may result in employee discipline, up to and including possible termination.

Examples of improper conduct include, but are not limited to:

1. Disobeying an appropriate order, instruction, or directive of a supervising employee or administrator;
2. Refusing to accept a reasonable and proper work assignment or directive of a supervising employee or administrator;
3. Disputing or ridiculing authority;
4. Exceeding authority; and/or
5. Using vulgar or profane language to a supervising employee or administrator.

Legal Reference: I.C. § 33-1208 Revocation, Suspension or Denial of Certificate Grounds
I.C. § 33-1209 Proceedings to Revoke, Suspend or Deny or Place Reasonable Conditions on a Certificate
I.C. § 33-5204A Applicability of Professional Codes and Standards Limitations upon Authority IDAPA 08.02.02.076 Code of Ethics of the Idaho Teaching Profession



Book Section Policy Manual
5000 Personnel

Title Professional Standards Commission (psc) Code Of Ethics
Code 5280
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5280

Professional Standards Commission (PSC) Code of Ethics

The Code of Ethics for Idaho Professional Educators was developed by the Professional Standards Commission, approved by the Idaho State Board of Education, and approved by the Idaho Legislature.

The Idaho Code of Ethics consists of Ten Principles. Below is a summary of those principles. Please refer to the complete document for details.

1. Principle I: A professional educator abides by all federal, State, and local laws and statutes.
2. Principle II: A professional educator maintains a professional relationship with all students, both inside and outside the classroom.
3. Principle III: A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice.
4. Principle IV: A professional educator exemplifies honesty and integrity in the course of professional practice.
5. Principle V: A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility.
6. Principle VI: A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation.
7. Principle VII: A professional educator complies with State and federal laws and local School Board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law.
8. Principle VIII: A professional educator fulfills all terms and obligations detailed in the contract with the local Board of Education or education agency for the duration of the contract.
9. Principle IX: A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators, and submits reports as required by Idaho Code.
10. Principle X: A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights, and responsibilities while following recognized professional principles.

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles. The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct.



Code of Ethics for Idaho Professional Educators

1. Aspirations and Commitments.

- a. The professional educator aspires to stimulate the spirit of inquiry in students and to provide opportunities in the school setting that will help them acquire viable knowledge, skills, and understanding that will meet their needs now and in the future.
- b. The professional educator provides an environment that is safe to the cognitive, physical, and psychological well-being of students and provides opportunities for each student to move toward the realization of his goals and potential as an effective citizen.
- c. The professional educator, recognizing that students need role models, will act, speak, and teach in such a manner as to exemplify nondiscriminatory behavior and encourage respect for other cultures and beliefs.
- d. The professional educator is committed to the public good and will help preserve and promote the principles of democracy. He will provide input to the local School Board to assist in the Board's mission of developing and implementing sound educational policy, while promoting a climate in which the exercise of professional judgment is encouraged.
- e. The professional educator believes the quality of services rendered by the education profession directly influences the nation and its citizens. He strives, therefore, to establish and maintain the highest set of professional principles of behavior, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession.
- f. The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He believes that sound professional personal relationships with colleagues, governing boards, and community members are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons.

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

3. Principle II - Educator/Student Relationship. A professional educator maintains a professional relationship with all students, both inside and outside the physical and virtual classroom. Unethical conduct includes, but is not limited to:

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

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

- a. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming illegal or unauthorized drugs;



Book
Section

Policy Manual
5000 Personnel

- b. Being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol;
 - c. Inappropriate or illegal use of prescription medications on school premises or at any school-sponsored events, home or away;
 - d. Inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and
 - e. Possession of an illegal drug as defined in Chapter 27, Idaho Code, Uniform Controlled Substances.
5. Principle IV - Professional Integrity. A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes, but is not limited to:
 - a. Fraudulently altering or preparing materials for licensure or employment;
 - b. Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment or licensure;
 - c. Failure to notify the State at the time of application for licensure of past revocations or suspensions of a certificate or license from another state;
 - d. Failure to notify the State at the time of application for licensure of past criminal convictions of any crime violating statutes or rules governing teacher certification;
 - e. Falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students or personnel, including improper administration of any standardized tests (changing test answers; copying or teaching identified test items; unauthorized reading of the test to students, etc.);
 - f. Falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;
 - g. Falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry or investigation;
 - h. Falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues; and,
 - i. Failure to notify the state of any criminal conviction of a crime violating the statutes and/or rules governing teacher certification.
6. Principle V - Funds and Property. A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes, but is not limited to:
 - a. Misuse, or unauthorized use, of public or school-related funds or property;
 - b. Failure to account for school funds collected from students, parents, or patrons;
 - c. Submission of fraudulent requests for reimbursement of expenses or for pay;
 - d. Co-mingling of public or school-related funds in personal bank account(s);
 - e. Use of school property for private financial gain;
 - f. Use of school computers to deliberately view or print pornography; and,
 - g. Deliberate use of poor budgeting or accounting practices.
7. Principle VI - Compensation. A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes, but is not limited to:
 - a. Unauthorized solicitation of students or parents of students to purchase equipment, supplies, or services from the educator who will directly benefit;
 - b. Acceptance of gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
 - c. Tutoring students assigned to the educator for remuneration unless approved by the local Board of Education; and,
 - d. Soliciting, accepting, or receiving a financial benefit greater than \$50 as defined in Section 18-1359(b), Idaho Code.
8. Principle VII - Confidentiality. A professional educator complies with State and federal laws and local School Board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unethical conduct includes, but is not limited to:
 - a. Sharing of confidential information concerning student academic and disciplinary records, personal



Book
Section

Policy Manual
5000 Personnel

confidences, health and medical information, family status or income, and assessment or testing results with inappropriate individuals or entities; and

- b. Sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities.

9. Principle VIII - Breach of Contract or Abandonment of Employment. A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes, but is not limited to:

- a. Abandoning any contract for professional services without the prior written release from the contract by the employing school district or agency;
- b. Willfully refusing to perform the services required by a contract; and,
- c. Abandonment of classroom or failure to provide appropriate supervision of students at school or school-sponsored activities to ensure the safety and well-being of students.

10. Principle IX - Duty to Report. A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators and submits reports as required by Idaho Code. Unethical conduct includes, but is not limited to:

- a. Failure to comply with Section 33-1208A, Idaho Code, (reporting requirements and immunity);
- b. Failure to comply with Section 16-1605, Idaho Code, (reporting of child abuse, abandonment, or neglect);
- c. Failure to comply with Section 33-512B, Idaho Code, (Suicidal tendencies and duty to warn); and
- d. Having knowledge of a violation of the Code of Ethics for Idaho Professional Educators and failing to report the violation to an appropriate education official.

11. Principle X - Professionalism. A professional educator ensures just and equitable treatment for all members of the profession in the exercise of academic freedom, professional rights and responsibilities while following generally recognized professional principles. Unethical conduct includes, but is not limited to:

- a. Any conduct that seriously impairs the Certificate holder's ability to teach or perform his professional duties;
- b. Committing any act of harassment toward a colleague;
- c. Failure to cooperate with the Professional Standards Commission in inquiries, investigations, or hearings;
- d. Using institutional privileges for the promotion of political candidates or for political activities, except for local, State, or national education association elections;
- e. Willfully interfering with the free participation of colleagues in professional associations; and
- f. Taking or possessing inappropriate images (digital, photographic, or video) of colleagues.

Definitions for Use with the Code of Ethics for Idaho Professional Educators

01. Administrative Complaint. A document issued by the State Department of Education outlining the specific, purported violations of Section 33-1208, Idaho Code, or the Code of Ethics for Idaho Professional Educators.

02. Allegation. A purported violation of the Code of Ethics for Idaho Professional Educators or Idaho Code.

03. Certificate. A document issued by the Department of Education under the authority of the State Board of Education allowing a person to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse, or school librarian (Section 33-1201, Idaho Code).

04. Certificate Denial. The refusal of the State to grant a certificate for an initial or reinstatement application.

05. Certificate Suspension. A time-certain invalidation of any Idaho certificate as determined by a stipulated agreement or a due process hearing panel as set forth in Section 33-1209, Idaho Code.

06. Complaint. A signed document defining the allegation that states the specific ground or grounds for revocation, suspension, denial, place reasonable conditions on a certificate, or issuance of a letter of reprimand (Section 33-1209(1), Idaho Code). The State Department of Education may initiate a complaint.



Book Policy Manual
Section 5000 Personnel

07. Conditional Certificate. Allows an educator to retain licensure under certain stated Certificate conditions as determined by the Professional Standards Commission (Section 33-1209(10), Idaho Code).
08. Contract. Any signed agreement between the [Charter School] and a certificated educator pursuant to Section 33- 513(1), Idaho Code.
09. Conviction. Refers to all instances regarding a finding of guilt by a judge or jury; a plea of guilt by Nolo Contendere or Alford plea; or all proceedings in which a sentence has been suspended, deferred, or withheld.
10. Educator. A person who holds or applies for an Idaho Certificate (Section 33-1001(16) and Section 33-1201, Idaho Code).
11. Education Official. An individual identified by local School Board policy, including, but not limited to, a Superintendent, principal, assistant principal, or school resource officer (SRO).
12. Executive Committee. A decision-making body comprised of members of the Professional Standards Commission, including the chair and/or vice-chair of the Commission. A prime duty of the Committee is to review purported violations of the Code of Ethics for Idaho Professional Educators to determine probable cause and direction for possible action to be taken against a Certificate holder.
13. Hearing. A formal review proceeding that ensures the respondent due process. The request for a hearing is initiated by the respondent and is conducted by a panel of peers.
14. Hearing Panel. A minimum of three educators appointed by the chair of the Professional Standards Commission and charged with the responsibility to make a final determination regarding the charges specifically defined in the Administrative Complaint.
15. Investigation. The process of gathering factual information concerning a valid, written complaint in preparation for review by the Professional Standards Commission Executive Committee, or following review by the Executive Committee at the request of the deputy attorney general assigned to the Department of Education.
16. Minor. Any individual who is under 18 years of age.
17. Not-Sufficient Grounds. A determination by the Executive Committee that there is not sufficient evidence to take action against an educator's certificate.
18. Principles. Guiding behaviors that reflect what is expected of professional educators in the State of Idaho while performing duties as educators in both the private and public sectors.
19. Reprimand. A written letter admonishing the Certificate holder for his conduct. The reprimand cautions that further unethical conduct may lead to consideration of a more severe action against the holder s Certificate.
20. Respondent. The legal term for the professional educator who is under investigation for a purported violation of the Code of Ethics for Idaho Professional Educators.
21. Revocation. The invalidation of any Certificate held by the educator.
22. Stipulated Agreement. A written agreement between the respondent and the Professional Standards Commission to resolve matters arising from an allegation of unethical conduct following a complaint or an investigation. The stipulated agreement is binding to both parties and is enforceable under its own terms, or by subsequent action by the Professional Standards Commission.
23. Student. Any individual enrolled in any Idaho public or private school from preschool through grade 12.
24. Sufficient Grounds. A determination by the Executive Committee that sufficient evidence exists to issue an Administrative Complaint.



Book
Section

Policy Manual
5000 Personnel

Violations of the Code of Ethics of the Idaho Teaching Profession

Under Idaho Code §§ 33-1208, 33-1208A, and 33-1209, a violation of the Code of Ethics of the Idaho Teaching Profession may lead to a letter of reprimand, suspension, revocation, or denial of a certificate.

Legal Reference: I.C. § 33-1208 Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate Grounds
I.C. § 33-1208A Reporting Requirements and Immunity
I.C. § 33-1209 Proceedings to Revoke, Suspend, Deny or Place Reasonable Conditions on a Certificate Letters of Reprimand Complaint Subpoena Power Hearing
I.C. 33-5204A Applicability of Professional Codes and Standards Limitations Upon Authority IDAPA 08.02.02.076 Code of Ethics for Idaho Professional Educators
IDAPA 08.02.02.077 Definitions for Use with the Code of Ethics for Idaho Professional Educators IDAPA 08.02.04.300 Public Charter School Responsibilities



Book Section Policy Manual
5000 Personnel

Title Solicitations
Code 5285
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5285

Solicitations

Solicitations by Staff Members

Teachers will not sell, solicit for sale, or advertise for sale for personal gain any merchandise or service. Nor will teachers organize students for such purposes without the approval of the Director of Schools.

Solicitations of Staff Members

No non-School organization may solicit funds from employees or distribute flyers related to fund drives through the School without the approval of the Director of Schools.



Book Section Policy Manual
5000 Personnel

Title Tobacco Free Policy
Code 5310
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5310

Tobacco Free Policy

The Charter School maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds, or on any School property, buses, vans, or vehicles that are owned, leased, or controlled by the Charter School. Nor will employees be allowed to use tobacco while on duty whether on School property, buses, vans, or vehicles that are owned, leased, or controlled by the Charter School.

Definition

For the purposes of this policy, tobacco use shall be defined as the use of a cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Legal Reference: I.C. § 39-5501 et seq. Clean Indoor Air Act



Book Section Policy Manual
5000 Personnel

Title Drug- and Alcohol-free Workplace
Code 5320
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5320

Drug- and Alcohol-Free Workplace

Purpose

The White Pine Charter Schools is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public.

The use of alcohol and illegal drugs, and the misuse of prescription drugs is unacceptable. All Charter School workplaces are hereby declared to be drug- and alcohol-free workplaces. A copy of this policy will be made available to employees.

All employees are prohibited from:

1. Unlawful manufacturing, dispensing, distributing, possessing, being under the influence of a controlled substance, or using illegal drugs or drug paraphernalia, while on Charter School premises, while performing work for the Charter School, or in attendance at Charter School-approved or school-related functions;
2. Distributing, manufacturing, selling, consuming, using, possessing, or being under any degree of intoxication or odor from alcohol while on Charter School premises, while performing work for the Charter School, or in attendance at school-approved or school-related functions; and
3. Taking prescription drugs above the level recommended by the prescribing physician and using prescribed drugs for purposes other than those for which they are intended. In addition, employees will not distribute a prescribed drug to another employee or student.

As a condition of employment, each employee shall:

1. Abide by the terms of Charter School policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her Director of Schools of his or her conviction under any criminal drug statute including but not limited to the use of controlled substances, alcohol, prescription drugs, or over-the-counter drugs.

Definitions as Used in This Policy

"Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful. Such term does not include the use of a drug taken under the supervision of a licensed healthcare professional.

"Drug" or "illegal drug" means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act found in Chapter 27, Title 37 Idaho Code.

"Conviction" means a finding of guilt, including a plea of no-contest, withheld judgment or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing,



Book
Section

Policy Manual
5000 Personnel

possession, or use of any controlled substance.

Controlled Substance means any drug or substance that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

"Substance Abuse" is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

Confidentiality

Records that pertain to the Charter School's employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the Director of Schools or his or her designee in a secure fashion to ensure confidentiality and privacy and be disclosed only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Idaho law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

Pre-Employment Testing

Applicants being considered for employment positions may be required to submit to a urinalysis test for the detection of the illegal use of drugs. Applicants must acknowledge having read or had this policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Director of Schools or his or her designee.

An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the Charter School, and such will be considered as a withdrawal of the individual's application for employment. If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the Director of Schools or his or her designee. If the first or any requested second confirming test is positive, any job offer shall be revoked.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its school principals, the Director of Schools, or other designee, reasonably suspect that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the Charter School's Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath, saliva, urine, and/or blood sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Director of Schools.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board policy and State law.



Book
Section

Policy Manual
5000 Personnel

An employee who tests positive on a reasonable suspicion test will be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and State law.

The Charter School's authorized designee, or the Director of Schools are the only individuals in the School authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic cases: Deteriorating job performance or changes in personal traits or characteristics where the use of alcohol or drugs may be reasonably suspected as the cause; and
2. Acute case: Appearing to be under the present influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause in a specific incident or observation.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol, and/or the illegal use or sale of prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury; and
5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Charter School property, or at School-approved or School-related functions.

Post-Accident Testing

Drivers while on School business or operating a School vehicle involved in a motor vehicle accident which involves either a fatality or the issuance of a citation for a moving violation to the Charter School employee may be tested for alcohol misuse and controlled substance abuse.

The driver will contact the Charter School at the time of the accident unless he or she is physically impaired as a result of the accident. The School will contact the testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

If a driver is not able to produce enough breath to test for alcohol using a state approved breath analyzer, a blood test may be done for alcohol.

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results provided by the Charter School testing laboratory will be accepted.

Failure of an employee to submit to testing for either alcohol or a controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within eight hours of the time of the accident. Testing for controlled substances must be done within 32 hours of the time of the accident.

The driver subject to post-accident testing must refrain from consuming alcohol for either eight hours following the



Book
Section

Policy Manual
5000 Personnel

accident or until he or she submits to an alcohol test, whichever comes first. Failure to do so will constitute a positive test result and will be determined as cause for disciplinary action.

Opportunity to Contest or Explain Test Results

Employees or job applicants who have a positive confirmed test result may explain or contest the result to the Director of Schools or his or her designee within five working days after the Director of Schools or designee contacts the employee or job applicant and shows him or her the positive test result as it was received from the laboratory in writing.

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol shall, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Director of Schools or his or her designee. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Director of Schools or his or her designee is to review the conditions of continued employment with the employee prior to the employee returning to work. Any such condition for continued employment shall be given to the employee in writing. This agreement must be signed by the employee before the employee is allowed to return to the job. Prior to the employee coming back on the job, the employee must complete a drug and/or alcohol test which shows negative results.

The Director of Schools or his or her designee may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Director of Schools or his or her designee more than one time within a 72 hour period. In the event of positive test results, the Director of Schools or his or her designee will work out disciplinary procedures, if any, in accordance with Board policy and State law.

Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this policy. Violation of this policy shall constitute grounds for immediate termination in accordance with Board policy and State law.

Inspections

Employees may be assigned Charter School-owned offices, vehicles, lockers, desks, cabinets, etc. for the mutual convenience of the School and personnel. Employees have no expectation of privacy in any of these locations or any personal belongings which they may place in such areas.

Whenever the Board reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs or that an employee has sold, purchased, used, or possessed alcohol, drugs, or drug paraphernalia on Charter School premises, the Board may search the employee and the employee's locker, desk, or other School property under the control of the employee.

Inspections under this policy are limited to investigations into work-related misconduct and offenses. Any searches for law enforcement purposes must comply with all applicable State laws.

Charter School Action Upon Violation of Policy

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program. The fact that an employee has been referred for assistance and his or her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

Should the Charter School employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Director of Schools or his or her designee shall notify the appropriate State or federal agency from which the School receives contract or grant moneys of the employee's conviction, within ten days after receiving notice of the conviction.



Book
Section

Policy Manual
5000 Personnel

In determining whether and to what extent an employee will be disciplined or discharged in regard to violating this policy, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the Charter School's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the School's operations; the nature of the criminal offense; the nature of the employee's job with the School; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the Charter School.

An employee can be discharged for work-related misconduct as provided in I.C. 72-1366, for the following reasons:

1. A confirmed positive drug and/or alcohol test, with a test result of not less than .02 BAC;
2. The employee refusing to provide a sample for testing purposes;
3. The employee altering or attempting to alter a test sample by adding a foreign substance; or
4. The employee submitting a sample that is not his or her own.

Within 30 days after receiving notice of a conviction, the Charter School will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

Legal Reference: 29 CFR 94.205 What Must I Include in my Drug-free Workplace Statement
34 CFR 84.205-215 Requirements for Recipients Other than Individuals
Drug Free Workplace Act of 1988
I.C. § 33-5211 Application of School Law Accountability Exemption from State Rules
I.C. § 72-1366 Personal Eligibility Conditions
I.C. § 72-1701 through 72-1716
IDAPA 08.02.04.300 Public Charter School Responsibilities.



Book Section Policy Manual 5000 Personnel

Title Employee Use Of Social Media Sites, Including Personal Sites
Code 5325
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5325

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 Charter School'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 Charter School, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the School or as provided by State or federal law.

Do Not Use the Charter School's Name, Logos, or Images

Employees shall not use the Charter School logos, images, iconography, etc. on personal social media sites.

Employees shall not use the School name to promote a product, cause, political party, or political candidate.

Employees shall not 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 Charter School Time and Property

No Use of Social Media During Work Hours or on Charter School Equipment

Charter School computers and time on the job are reserved for School-related business. Employees shall not use School time or property on personal email or social media sites.

On Personal Sites

If you identify yourself as a White Pine employee online, it should be clear that the views expressed, posted, or published are personal views, not necessarily those of the Charter School, 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 educate students, and thus undermine teaching 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

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:



Book
Section

Policy Manual
5000 Personnel

1. Listing current students as friends on networking sites wherein personal information is shared or available for review which results in the certificated professional employee not maintaining the Code of Ethics, which requires professional relationships with students both inside and outside the classroom;
2. Contacting students through electronic means other than the Charter School'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 Charter School; and
5. Inappropriate contact of any kind including via electronic media.

Nothing in this policy prohibits Charter School 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 Charter School's Administration and may result in employment action up to and including possible termination.

Rules Concerning Charter School-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 who 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 Charter School 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 Director of Schools or designee 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 Charter School-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 Charter School's Policy 5335 Employee Use of Electronic Communications Devices; and
11. The Director of Schools 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.

Cross Reference: 5335 Employee Use of Electronic Communications Devices
3270P Acceptable Use of Electronic Networks

Legal Reference: I.C. § 33-5204A Applicability of Professional Codes and Standards Limitations upon Authority
I.D.A.P.A. 08.02.02.076 Code of Ethics for Idaho Professional Educators



Book Section Policy Manual
5000 Personnel

Title Employee Email And Online Services Usage
Code 5330
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5330

Employee Email and Online Services Usage

Electronic mail (e-mail) is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved on personal computers. Online services (i.e., the Internet) are defined as a communications tool whereby information, reference materials, and messages are sent and retrieved electronically on personal computers.

Internet access and interconnected computer systems are available to the Charter School's faculty. Electronic networks, including the Internet, are a part of the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the School to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access.

The use of the Charter School's electronic networks shall comply with the selection criteria for instructional materials and library/media center materials. Staff may, consistent with the School's educational goals and Charter, use the Internet throughout the curriculum.

Because of the unique nature of e-mail and of the Internet, and because of the Charter School's desire to protect its interest with regard to its electronic records, the following rules have been established to address email and Internet usage by all employees.

The Charter School email and Internet systems are provided for educational purposes only. The School's electronic network is part of the curriculum and is not a public forum for general use.

Uses

Use for other informal or personal purposes is permissible within reasonable limits provided it does not interfere with work duties and complies with Charter School policy. All email and Internet records are considered School records and should be transmitted only to individuals who have a need to receive them and only relating to educational purposes. Staff have no expectation of privacy in any materials that are stored, transmitted, or received via the Charter School's electronic network or School computers/technology. The Charter School reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

Unacceptable Uses of Network

The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

1. Uses that violate the law or encourage others to violate the law including local, State, or federal law; accessing information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
2. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation; employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading or sharing another person's



Book
Section

Policy Manual
5000 Personnel

- communications or personal information; or otherwise using his or her access to the network or the Internet;
3. Uploading a worm, virus, other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or other information. Staff will immediately notify the school's system administrator if they have identified a possible security problem. Staff will not go looking for security problems, because this may be construed as an illegal attempt to gain access;
 4. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying (defined as using a computer, computer system, or computer network to convey a message in any format that is intended to harm another individual)
 5. Uses that jeopardize the security of access and of the computer network or other networks on the Internet;
 6. Uses that waste Charter School resources;
 7. Uses that are commercial transactions, including commercial or private advertising;
 8. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the Charter School;
 9. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, materials that depict the sexual exploitation of minors, or other inappropriate materials;
 10. Sharing one's password with others or allowing them to use one's account;
 11. Downloading, installing, or copying software or other files without authorization of the Director of Schools or the Director of School s designee;
 12. Posting or sending messages anonymously or using a name other than one's own;
 13. Sending unsolicited messages such as advertisements, chain letters, junk mail, and jokes;
 14. Sending e-mails that are libelous, defamatory, offensive, or obscene;
 15. Notifying patrons or the public of the occurrence of a school election by providing anything other than factual information associated with the election such as location, purpose, etc. Such factual information shall not promote one position over another;
 16. Forwarding or redistributing the private message of an email sender to third parties or giving the sender's email address to third parties without the permission of the sender; and/or
 17. Downloading or disseminating copyrighted or otherwise protected works without permission or license to do so.

Records

Charter School records, including email and Internet records are subject to public records requests, disclosure to law enforcement or government officials, or to other third parties through subpoena or other processes. The School may review any and all email of any employee, at any time, with or without cause. Consequently, employees should always ensure that all information contained in email and Internet messages is accurate, appropriate, and lawful. Email can be used to communicate with parents however, it is important that confidential information about a student never be transmitted via email. A letter, telephone call, or a parent conference may be more appropriate. Please be aware that student-teacher and parent-teacher communication via email is not secure and that any email can become a public record or possibly be obtained by unauthorized users. When communicating with students and parents by email, employees should use their Charter School e-mail rather than a personal email account. Email and Internet messages by employees may not necessarily reflect the views of the School. Abuse of the email or Internet systems, through excessive and/or inappropriate personal use, or use in violation of the law or School policies, will result in disciplinary action, up to and including termination of employment. Email messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Director of Schools.

Privacy

While the Charter School does not intend to regularly review employees email and Internet records, employees have no right or expectation of privacy in email or the Internet, and the School may review any and all email/electronic communications of any employee, at any time, with or without cause. Employees shall not use the Charter School's equipment, email, network, software, etc. to engage in otherwise confidential communications as there is no right or expectation of privacy in any communication using School property and any such communications are subject to review by Charter School personnel. Depending upon content, email and Internet communications may potentially be disclosed to any member of the public through a public records request. The Charter School owns the computer, networks, and software making up the email and Internet system and permit employees to use them in the performance of their duties for the School.



Book
Section

Policy Manual
5000 Personnel

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian and the student or, if the student is 18 or over, the permission of the student. Staff should be aware that conduct on the Charter School's computer and/or using the School's server may be subject to public disclosure depending upon the nature of the communication. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Access Conduct Agreements

Each staff member will be required to sign the Employee Email and Online Services Use Policy Acknowledgment upon the adoption of this policy or upon hiring.

Warranties/Indemnification

The Charter School makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The Charter School will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the School and shall indemnify and hold the Charter School, its Board Members, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such users' access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Violations

If any staff member violates this policy, he or she may be subject to disciplinary action. The system administrator and/or the Internet Safety Coordinator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

Cross Reference: 5290 Political Activity-Staff Participation
5325 Employee Use of Social Media Sites, Including Personal Sites

Legal Reference: Idaho Attorney General Opinion No. 95-07
Board of County Commissioners v. Idaho Health Facilities Authority, 96 Idaho 498 (1975)



Book Section	Policy Manual 5000 Personnel
Title Code	Employee Use Of Electronic Communications Devices 5335
Status Adopted	Active 05/04/2021

White Pine Charter Schools

PERSONNEL 5335

Employee Use of Electronic Communications Devices

The Board recognizes that employees may carry electronic communications devices, either Charter School-issued or personally owned, and hereby adopts this policy.

Charter School-Issued Communications Devices

Communication devices issued by the Charter School may include, for example, cellular telephones; walkie-talkies; personal digital assistants (PDA s); mobile computing devices; tablets, laptop computers; citizens band (CB) radios, either installed in vehicles or hand-held; and pagers/beepers.

Employees in receipt of Charter School-issued equipment shall be held responsible for the safekeeping of the equipment and for the exercise of reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of School equipment resulting in loss or damage may result in the employee having to reimburse the School for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for Charter School-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

Charter School-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

Any Charter School-issued equipment is to be surrendered to the School immediately upon request.

Personally-Owned Communications Devices

Employees may carry and use personally-owned cellular telephones, pagers/beepers, and PDAs, mobile computing devices, tablets, or laptops during the school day on school property.

Personally owned hand-held CB radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Cellular telephones, pagers, beepers, and PDA s should not be used during the employee's normal duty times to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Use of cellular telephones or audible pagers or beepers should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Any employee violating the above rules may be subject to disciplinary action.



Book Section Policy Manual
5000 Personnel

Title Evaluation Of Certificated Personnel
Code 5340
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5340

Evaluation of Certificated Personnel

The Charter School has a firm commitment to performance evaluation of Charter School personnel, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development, in achieving School goals, and to assist with decisions regarding personnel actions. This policy applies to certificated personnel, but the Charter School shall differentiate between non-instructional and pupil instructional personnel. The Director of Schools 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 by 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, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

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 Director of Schools or his or her designee shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and shall ensure the fairness and efficiency of its execution, including:

1. Distributing proper evaluation forms in a timely manner;
2. Ensuring completed evaluations are returned for filing by a specified date;
3. Reviewing evaluations for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed evaluations;
6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the Charter School's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations; and
7. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and



Book
Section

Policy Manual
5000 Personnel

record growth over time with a minimum of three rankings used to differentiate performance of certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; and proficient being equal to a rating of 3. A fourth rating of distinguished being equal to 4 may also be used.

The Immediate Supervisor is the employee's evaluator and is responsible for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance;
3. Completing Performance Evaluations as required; and

The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five years of conducting any evaluations.

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 Charter School 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. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

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 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 Charter School-based staff, as determined by the Board.

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.

1. Planning and Preparation

- a. Demonstrating Knowledge of Content and Pedagogy;
- b. Demonstrating Knowledge of Students;



Book
Section

Policy Manual
5000 Personnel

- c. Setting Instructional Outcomes;
- d. Demonstrating Knowledge of Resources;
- e. Designing Coherent Instruction; and
- f. Designing Student Assessments.

2. Classroom Learning Environment

- a. Creating an Environment of Respect and Rapport;
- b. Establishing a Culture for Learning;
- c. Managing Classroom Procedures;
- d. Managing Student Behavior; and
- e. Organizing Physical Space.

3. Instruction and Use of Assessment

- a. Communicating with Students;
- b. Using Questioning and Discussion Techniques;
- c. Engaging Students in Learning;
- d. Using Assessment in Instruction; and
- e. Demonstrating Flexibility and Responsiveness.

4. Professional Responsibilities

- a. Reflecting on Teaching;
- b. Maintaining Accurate Records;
- c. Communicating with Families;
- d. Participating in a Professional Community;
- e. Growing and Developing Professionally; and
- f. Showing Professionalism.

Meeting with the Employee

Counseling Sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how he or she has performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should include, but not be limited to, the following: job responsibilities, performance of duties, and attendance. A memorandum for record will be prepared following each counseling session and maintained by the supervisor.

Communication of Results: Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
2. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal/appeal of any portion of the evaluation within seven days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that he or she has been given a copy and initial after the supervisor's comments.

No earlier than seven days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the original evaluation in a sealed envelope, marked Personnel-Evaluation to the Executive Director, or the designee, for review. The supervisor will also retain a copy of the completed form.



Book
Section

Policy Manual
5000 Personnel

Rebuttals/Appeal

Within seven days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee then the amended copy of the evaluation will be provided to, and signed by, the employee. The original amended evaluation will then be forwarded to the Director of Schools, or the designee, for review in a sealed envelope, marked Personnel-Evaluation. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Director of Schools, or the designee, for review in a sealed envelope, marked Personnel-Evaluation. The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

Action

Each evaluation will include identification of the actions, if any, available to the Charter School as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract, the School will comply with the requirements and procedures established by State law.

Records

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Reporting

Any subsequent changes to the Charter School's evaluation plan shall be resubmitted to the State Department of Education for approval. The School shall report the summative rankings, the number of components rated as unsatisfactory, whether a majority of the certificated personnel's students met their measurable student achievement or growth targets or student success indicators as well as what measures were used, and whether an individualized professional learning plan is in place for all certificated personnel evaluations, annually to the State Department of Education.

Legal Reference: I.C. § 33-1001 Definitions
IDAPA 08.02.02.120 Local Charter School Evaluation Policy



Book Section Policy Manual
5000 Personnel

Title Nonschool Employment By Professional Staff Members
Code 5370
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5370

Nonschool Employment by Professional Staff Members

A staff member's outside work or self-employment is of concern to the Board insofar as it may:

1. Prevent the employee from performing assigned responsibilities in an effective manner;
2. Be prejudicial to proper effectiveness in the position or compromise the Charter School; or
3. Raise a question of conflict of interest for example, where the employee's position in the School permits access to information or other advantage useful to the outside employer.

Therefore, a regular, full-time employee's position in the Charter School shall take precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no school facilities, equipment, or real or personal property is used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of school-assigned duties.

In addition, an employee may not perform any duties related to outside work or self-employment during regular Charter School working hours or during the additional time that is needed to fulfill the responsibilities of the school position. Further, an employee shall not use School equipment, materials, or property to perform any duties related to outside work or self-employment. Employees who violate this policy are subject to reprimand, suspension, or termination.

Except by prior written authorization from the Director of Schools, school buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the Charter School.

Legal Reference: IDAPA 08.02.02.076.07.c Code of Ethics for Idaho Professional Educators



Book Section Policy Manual
5000 Personnel

Title Professional Research And Publishing
Code 5380
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5380

Professional Research and Publishing

The Board considers that the school system has proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time. However, the Board also recognizes the importance of encouraging its professionals' writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time or as part of regular or special assignments for which they are paid, the school system will have sole rights in matters of publication or reproduction.

In situations where the proprietary rights to material are in doubt as, for example, when original instructional materials have been developed partially during working time or as part of a paid assignment, and partially during the staff member's own time arrangements may be made for the appropriate assignment of rights and any profits.

However, a staff member may use his or her background knowledge of programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication, except that articles purporting to represent school system policy will be cleared by the Director of Schools who may, if the subject warrants, seek Board approval before they are released.

Cross Reference: 4250 Educational Research in District Schools



Book Section Policy Manual
5000 Personnel

Title Leaves Of Absence
Code 5400
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5400

Leaves of Absence

The Board believes that the provision of leave helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Director of Schools has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily.

Delegation of Authority

Through this policy, the Board has delegated this ongoing authority to the Director of Schools, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntary leave of absence.

The Director of Schools is delegated the authority to address classified personnel leave and is delegated authority to address classified personnel discipline and termination.

Sick Leave

Classified employees who regularly work 20 hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of one day as projected for the employment year for each month of service in which he or she works a majority portion of that month.

Sick leave for classified employees shall be calculated proportionate to the average hours worked per day.

Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his or her individual employment contract.

The Charter School, may in its discretion, require proof of illness when deemed appropriate, including but not limited to suspicion of abuse of sick leave or false claims of illness.

Compensation shall not be provided for unused sick leave.

"Sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Immediate family for purposes of sick leave shall mean the employee's spouse and children residing in the employee's household.

Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the Charter School in accordance with this policy and the needs of the Charter School.

Abuse of sick leave is cause for discipline up to and including termination. For a certificated employee, falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves is a violation of the Code of Ethics for Idaho Professional Educators and may result in a report to the Professional Standards Commission.



Accrual of Unused Sick Leave

Employees may accrue unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by the Charter School to the public employee retirement system.

Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. Immediate family for purposes of bereavement leave shall mean family member or other person who has had a significant impact on the employee's life. The Director of Schools shall have the authority to give bereavement leave for up to five days.

Bereavement leave of greater than five days must be approved by the Board. Such leave shall not exceed ten days and it shall be the discretion of the Board as to whether such additional days are with or without pay and/or the application of other possible paid leave benefits can cover such absence with pay.

Personal and Emergency Leave

All full-time certified and classified staff will be granted 3 personal days off per year. Personal leave is non-accumulative and non-transferable. Any unused personal days for that school year will be paid out \$100/day in the regular June payroll.

Upon recommendation of the Director of Schools, and in accordance with law and Charter School policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the Charter School, the leave approval will so state;
2. Leave will only be granted in units full hours;
3. Notice of at least one week is required for any personal leave of less than one week. Notice of one month is required for any personal leave exceeding one week;
4. The Director of Schools, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or any other Charter School recognized leave. During any personal leave of greater than 15 days, the employee will not receive fringe benefits. During the leave, the employee may pay the Charter School's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

Legal Reference: 42 USC 2000(e) Equal Employment Opportunities
I.C. § 33-1228 Severance Allowance at Retirement
IDAPA 08.02.02.076 Code of Ethics for Idaho Professional Educators



Book Section Policy Manual
5000 Personnel

Title Proof Of Illness For Sick Leave
Code 5405
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5405

Proof of Illness for Sick Leave

The Board of Directors or a designee of the Board may require proof of illness in a form adequate to protect the Charter School from any employee abusing sick leave through such actions as malingering or false claims of illness.

If the Board or a designee of the Board makes such a request of any employee, the employee shall provide written documentation from a provider of the healing arts as to the illness and/or necessity of the employee to be absent from work to the school's Administrative Office.



Book Section Policy Manual
5000 Personnel

Title Jury Duty
Code 5412
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5412

Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the White Pine Charter Schools 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 Charter School office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School, 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 or her assignment for the remainder of the regular workday.

Jury duty leave is paid for up to ten workdays. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave.



Book Section Policy Manual
5000 Personnel

Title Witness For Court Appearance Leave
Code 5413
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5413

Witness for Court Appearance Leave

White Pine Charter Schools employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the workday of days required for their appearance as a witness. Employees are required to receive prior approval of the Director of Schools and their immediate supervisor, such as the maintenance, school lunch, or bus supervisor or principal. The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the Charter School office as soon as possible and such testimony is in behalf of their position as an employee of the School.



Book Section Policy Manual
5000 Personnel

Title Long-term Illness Temporary Disability
Code 5420
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5420

Long-Term Illness/Temporary Disability

Employees may use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave and family medical leave the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability shall be required.

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth, and recovery therefrom.

Leave without pay arising out of any long-term illness or temporary disability, including pregnancy, miscarriage, childbirth, and recovery therefrom, shall commence only after sick leave and family medical leave have been exhausted.

Cross Reference: 5410 - 5410P Family Medical Leave

Legal Reference: 29 USC 2601, et seq. Family Medical Leave
29 CFR 825 Family Medical Leave of 1993
29 CFR 1604.10 Pregnancy Discrimination Act - Employment Policies Relating to Pregnancy and Childbirth Act National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181



Book Section Policy Manual
5000 Personnel

Title Insurance Benefits For Employees
Code 5430
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5430

Insurance Benefits for Employees

Newly hired eligible employees will be eligible for insurance benefits offered by the Charter School consistent with the terms of the health plan provisions.

Legal Reference: I.C. § 67-5763 Governmental Body Authorized to Make Contracts for Group Insurance for Officers and Employees



Book Section Policy Manual
5000 Personnel

Title School Holidays
Code 5440
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5440

School Holidays

The School will grant paid holiday time off to all regular full time classified employees working a 12-month calendar year immediately upon hire. Holiday pay will be calculated on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

The School will grant paid holiday time off to employees on the holidays listed below:

1. New Year's Day;
2. President's Day (third Monday in February);
3. Memorial Day;
4. Independence Day;
5. Labor Day;
6. Thanksgiving Day;
7. Day after Thanksgiving Day; and
8. Christmas Day.

In those cases where an employee, as defined in policy, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Legal Reference: I.C. § 73-108 Holidays Enumerated



Book Section Policy Manual
5000 Personnel

Title Workers' Compensation Benefits
Code 5460
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5460

Workers' Compensation Benefits

All employees and volunteers of the Charter School are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the School's Worker's Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the Charter School's Worker's Compensation insurance policy.
2. The injured employee shall promptly report the accident and injury to his or her immediate supervisor.
3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
4. The employee shall complete the Charter School's Worker's Compensation report of injury forms with the School's Human Resources Department within 48 hours of the accident (unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows).
5. On behalf of the employee, the Charter School's Human Resources Department or School Office shall immediately report the injury and claim to the School's Worker's Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Worker's Compensation Law.
6. In the event the employee is unable to work, the Charter School shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the School's Worker's Compensation insurance policy.

The Charter School's Human Resources Department or School Office shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports. An employee who is injured in a work-related accident may be eligible for Workers' Compensation benefits. Upon receipt of a report of an accident, the Charter School shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and
2. Whether the employee's work environment caused or contributed to the reported accident.

The employee is required to cooperate with the Charter School's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department or School Office for placement in the employee's personnel file.

Legal Reference: I.C. § 72-101, et seq. Workers Compensation Act



Book Section Policy Manual
5000 Personnel

Title Leaves Of Absence - Military Leave
Code 5470
Status Active
Last Reviewed 05/04/2021

White Pine Charter Schools.

PERSONNEL 5470

Leaves of Absence - Military Leave

General Policy

All Charter School employees, other than those who are employed on a temporary basis, are entitled to military leave of absence when ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted, or are ordered to extended active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

The Charter School shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of their rights, benefits, and obligations under USERRA and those of the School.

Notice to Charter School

All employees should provide either written or oral notice of upcoming military training to the Charter School as soon as reasonably practical. The employee or an appropriate officer of the branch of military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders to the Director of Schools. Notice shall include date of departure and date of return for purposes of military training 90 days prior to the date of departure.

Military Leave for Training or Short Term Duty

Employees who are required to attend active duty, inactive duty training, funeral honors duty, or field or coast defense training as a Reserve of the armed forces or member of the National Guard shall not suffer any loss of salary, seniority, or efficiency rating during the first 15 workdays of such absence in any fiscal year. Leave will be without loss of benefits.

In the case of a part-time employee, military leave for training or short-term duty shall accrue at a rate of 15 days per year multiplied by a percentage determined by dividing by 40 the number of hours in the regularly scheduled workweek of that employee during that fiscal year. Unused leave shall accumulate until it totals 15 days.

Completion of Military Training

Upon completion of military training, the employee shall give evidence of the satisfactory completion of such training immediately thereafter. The employee shall be restored to his or her previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. Such seniority shall continue to accrue during such period of absence.

Benefits for Uniformed Service Personnel on Active Duty

(Note: Federal law does not require an employer to pay the salary of an employee on military leave except as specified in Military Leave for Training or Short Term Duty above.)



Book
Section

Policy Manual
5000 Personnel

Pension and Retirement Plans

Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for 90 days or fewer. If the employee has been absent for military service for 91 days or more, the Charter School may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance

Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 24 months, the health plan will offer continuous coverage. An employee on military leave may elect to continue health care coverage through the Charter School for up to 24 months after the military leave begins or for the period of military service, whichever is shorter. The Charter School's obligation to provide health benefits ends once an employee's military leave exceeds 24 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had he or she not been absent for military service.

Reporting to Charter School Once Military Leave is Complete

The standard military service length and reporting times are:

1 to 30 Days of Military Service: The employee reports to the Charter School by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of military service.

31 to 180 Days of Military Service: The employee must submit an application for reemployment no later than 14 days after completion of service in the armed forces. If the 14th day falls on a day when the Charter School's offices are not open or available to accept a reemployment application, the time extends to the next business day.

181 Days or More of Military Service: The employee must submit an application for reemployment no later than 90 days after completion of military service. If the 90th day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.

Cases of Disability: Employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required timetables. In those cases the employee must return to work as soon as possible.

Disqualification From Returning to Work

There are four conditions that disqualify an employee from exercising his or her right to reemployment after military service:

1. A dishonorable or bad conduct discharge;
2. Separation from the service under other than honorable conditions ;
3. A commissioned officer's dismissal via court-martial or by order of the President; and
4. When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment.

Reinstatement to Positions After Extended Duty



Book
Section

Policy Manual
5000 Personnel

Employees who volunteer, are drafted, or are called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application and will be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:

1. They must not have remained on active duty beyond their first opportunity for honorable or general release; and
2. They must report to claim reinstatement within the timelines specified under "Reporting to Charter School Once Military Leave is Complete" above.

After an employee has been absent for 31 days or more of military service, the Charter School may ask the employee or the employee's military unit for documentation showing that:

1. The employee submitted a timely application for reemployment;
2. The employee's length of military service has not exceeded the five-year limitation; and
3. The employee's separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held, or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, the Charter School will make reasonable efforts to accommodate the disability.

Legal Reference: 38 USC §§ 4301 Uniformed Services Employment and Reemployment Act (USERRA).
 5 USC § 6323 Military Leave; Reserves and National Guardsmen
 I.C. § 46-224 Militia and Military Affairs/Entitled to Restoration of Position After Leave of Absence for
 Military Training
 I.C. § 46-225 Militia and Military Affairs/Vacation, Sick Leave, Bonus and Advancement Unaffected
 by Leave
 I.C. § 46-407 Militia and Military Affairs/Reemployment Rights



Book Section Policy Manual
5000 Personnel

Title Leadership Premiums
Code 5480
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5480

Leadership Premiums

The Board shall have in place a plan and criteria for providing leadership premium compensation to reward teachers and pupil service staff for serving in a leadership capacity in their schools.

Leadership priorities will be based upon one or more of the criteria below as approved by the Board.

Leadership Criteria

The Board shall award leadership premiums of a minimum of \$900 to certificated instructional and pupil service employees, regardless of such employee's full or part-time status, in recognition of the additional time they will spend fulfilling one or more of the following leadership roles:

1. Teaching a course in which the student earns both high school and college credit;
2. Teaching a course to middle school students in which the students earn both middle school and high school credit;
3. Holding and providing service in multiple non-administrative certificate or subject endorsement areas;
4. Serving, or being hired to serve, in an instructional position designated as hard to fill by the Board, including a career technical education program;
5. Providing mentoring, peer assistance, or professional development to teachers in their first two years in the profession;
6. Having received professional development in career and academic counseling, and then providing career or academic counseling for students, with such services incorporated within or provided in addition to the teacher's regular classroom duties; and
7. Various other criteria designated by the Board, excluding duties related to student activities or athletics, that require the employee to work additional time such as
 - ◆ Curriculum development;
 - ◆ Assessment development;
 - ◆ Data analysis;
 - ◆ Grant writing;
 - ◆ Special program coordinator;
 - ◆ Research project; and
 - ◆ Teaching professional development course;

The Board may grant multiple leadership premiums to those performing multiple duties, but no employee shall receive leadership premiums that exceed 25% of the employee's minimum salary as designated on the career ladder.

These premiums shall be valid only for the fiscal year for which the awards are made. Duties related to student activities and athletics shall not be eligible for leadership premiums.

Leadership Premiums Not Funded

In extraordinary circumstances where funds are not appropriated for Leadership Premiums, this policy is suspended until such funds are replenished by the State.

Legal Reference: I.C. § 33-1004F Obligations to Retirement and Social Security Benefits
I.C. § 33-1004J Leadership Premiums



Book Section Policy Manual
5000 Personnel

Title Staff Health
Code 5600
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5600

Staff Health

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

Physical Examinations

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the Charter School may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. The School may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by the supervisor, a 30-day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time, and temporary part-time drivers, shall be required to have a satisfactory medical examination prior to employment.

Contagious or Infectious Diseases

If a staff person has a contagious or infectious disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the Director of Schools or other responsible person designated by the Charter School that he or she has a contagious or infectious disease which could be life-threatening to an immune-compromised person. The Director of Schools or other designated person must determine, after consultation with and on the advice of public health, if the immune-compromised person needs appropriate accommodation to protect their health and safety.

An employee with a contagious or infectious disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a contagious or infectious disease capable of being readily transmitted in the school setting (i.e. airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The Charter School reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

Confidentiality



Book
Section

Policy Manual
5000 Personnel

In all instances, Charter School personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know, such as those persons with a direct responsibility for the care of or for determining workplace accommodation for the staff person, will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

Legal Reference: 29 U.S.C. 794, Section 504 of the Rehabilitation Act
 29 CFR, Section 1630.14(c)(1)(2)(3)
 41 U.S.C. 12101, et seq. Americans with Disabilities Act



Book Section Policy Manual
5000 Personnel

Title Substitutes
Code 5700
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5700

Substitutes

The term "substitute teacher" as defined in I.C. § 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one day or more during a school year.

The State Department of Education shall maintain a statewide list of substitute teachers.

To remain on the statewide substitute teacher list the substitute teacher shall undergo a criminal history check every five years.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute.

Principals may authorize other staff to provide coverage for certified teachers in circumstances deemed by the principal to be most expedient. One such example might be the use of paraprofessionals to provide temporary staffing coverage for a teacher who needs to be away.

Cross Reference: 5110 Criminal History / Background Checks

Legal Reference: I.C. § 33-130 Criminal History Checks for School District Employees or Applicants for Certificates



Book Section Policy Manual
5000 Personnel

Title Paraprofessionals, Teachers' Aides and Paraeducators
Code 5710
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5710

Paraprofessionals, Teachers Aides and Paraeducators

Teachers aides' and paraeducators, as defined in the appropriate job descriptions, are under the supervision of a Director of Schools or his or her designee and a teacher to whom the Director of Schools/designee may have delegated responsibility for close direction. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of limited instructional duties.

Under federal law, a paraprofessional, also known as a paraeducator, an education assistant or an instructional assistant, is defined as an individual who is employed in a preschool, elementary school, or secondary school under the supervision of a certificated or licensed teacher or administrator, and includes persons employed in language instruction educational programs, special education programs, and migrant education programs.

White Pine shall require all paraeducators with instructional duties to have:

1. Have completed at least two years of study at an accredited postsecondary educational institution; or
2. Obtained an associate degree or higher-level degree;

It is the responsibility of the Director of Schools/designee and teacher to provide adequate training for a paraeducator. This training should take into account the unique situations in which a paraeducator works and should be designed to cover the general contingencies that might be expected to pertain to that situation.

The Director of Schools shall develop and implement procedures for an annual evaluation of teachers aides and paraeducators. Evaluation results shall be a factor in future employment decisions.

Cross Reference: Policy 2010 Charter School Plan

Legal Reference: 20 USC § 6312 Local Agency Plans, as amended by ESSA of 2015
20 USC § 6314 School Wide Programs, as amended by ESSA of 2015
20 USC §§ 7011, 7801 Definitions, as amended by ESSA of 2015
IDAPA 08.02.02.0007.10.a Paraprofessionals



Book Section Policy Manual
5000 Personnel

Title Private Service Providers Consultants
Code 5725
Status Active
Adopted 05/04/2021

White Pine Charter Schools.

PERSONNEL 5725

Private Service Providers/Consultants

The Charter School encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of the School. The Charter School, through the Director of Schools as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to staff or students.

Services provided by a private service provider/consultant (hereinafter referred to as "PSP"), and the frequency and duration of such services, shall be pursuant to the terms of the contract between the PSP and the Charter School as well as any applicable provisions of the School's approved Charter. Any contract the School enters into with the PSP shall provide the responsibility for eligibility determination, choice of educational methodology, and other determinations of educational services and programs which shall be retained at all times by the Charter School.

Should the service provider have unsupervised contact with students, the PSP shall undergo a background check in the same manner as any new employee or volunteer of the School. The same requirements shall apply to the PSP.

The Director of Schools or designee shall conduct periodic reviews of the services of the PSP. The Board may request that the Director of Schools provide the Board with the review findings of the PSP.

Consultants shall exercise no authority over the work of Charter School employees, but shall act only as advisors in those fields in which they are qualified to offer assistance and for which they are employed.

Compensation

All consultants shall be hired based on a written contract which shall not exceed 12 months.

Confidentiality

The PSP shall at all times maintain confidentiality pursuant to the Family Educational Records and Privacy Act (FERPA) and the applicable provisions of Section 33-133, Idaho Code of all records of services, including, but not limited to, identifying information regarding the student and services, observations, evaluations, and assessments.

Further, consistent with the provisions of Section 33-133, Idaho Code, the Charter School shall ensure that when entering into contracts that govern databases, online services, assessments, special education, or instructional supports with private vendors they shall include in each such contract a provision that private vendors are permitted to use aggregated data; or an individual student's data for secondary uses, but only if the vendor discloses in clear detail the secondary uses and receives written permission from the student's parent/legal guardian. The contract shall also include either of the following:

Definition



Book
Section

Policy Manual
5000 Personnel

Private service provider or consultant means a person, group, agency, or organization that meets the following conditions:

Is not an employee of the Charter School or a public agency with legal jurisdiction over the circumstances related to the provider/consultant's involvement with the student; and

1. Is paid for services provided to the student.

Examples of private service providers include psychologist, counselor, targeted service provider, behavioral therapist, speech therapist, occupational therapist, physical therapist, social worker, and psychosocial rehabilitation specialist.

Examples of consultants include attorney, auditor, architect, agents of record, and others with technical skills or professional training.

Cross Reference: 4600 Volunteer Assistance
 4420 Sex Offenders
 5110 Fingerprints and Criminal Background Investigations
 5720 Volunteers/Contractors

Legal Reference: I.C. § 33-133 Definitions Student Data Use and Limitations
 I.C. § 33-5210 Application of School law Accountability Exceptions from State
 Rules 20 U.S.C. § 1232g Family Education Records and Privacy Act
 34 CFR Part 99 Family Education Records and Privacy Act



Book Section Policy Manual
5000 Personnel

Title Reduction In Force
Code 5740
Status Active
Adopted 05/04/2021

White Pine Charter Schools

PERSONNEL 5740

Reduction in Force

It is recognized that the Board has the responsibility to maintain good public schools and to implement the educational interest of the State, consistent with State and federal educational requirements, including the Charter School's approved Charter and Performance Certificate, accreditation requirements, and other school-based issues. However, recognizing also that it may become necessary to eliminate certificated staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such elimination become necessary.

The Board has the sole and exclusive authority to determine the appropriate number of certificated employees and to eliminate certified staff positions consistent with the provisions of the State law. A reduction of certified employees may occur as a result of, but not be limited to, the following examples or from other conditions necessitating reductions:

1. Decreases in student enrollment;
2. Changes in curriculum or programs
3. Staffing limitations of the Charter School; or
4. Negative changes in the financial conditions of the Charter School.

The need for implementation of a reduction in force or the elimination of certificated positions is left to the sole discretion of the Board provided however, that no such decision shall be made until after completion of the written evaluation for each certificated staff member and that the decision as to which employee(s) shall be subject to such reduction shall not be made solely on consideration of seniority or contract status.

The Board may choose to implement a reduction in force through the elimination of:

1. An entire program or portions of programs;
2. Positions in certain grade levels only;
3. Positions by category;
4. Positions in an overall review of the Charter School;
5. A portion or percentage of a position or positions; or
6. Any combination of the above.

Legal Reference: I.C. § 33-522A Reductions in Forces



Book Section Policy Manual
5000 Personnel

Title Classified Employment, Assignment and Grievance
Code 5800
Status Active
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White Pine Charter Schools

PERSONNEL 5800

Classified Employment, Assignment, and Grievance

Classified employees are those noncertificated employees who are employed by the Charter School or personnel hired in positions which do not require certification.

All classified employees shall be regarded as "at-will" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason, so long as the same does not violate public policy or violate any other provision of law. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written documentation shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the Charter School so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified in writing by the Charter School's Board. The Charter School reserves the right to change employment conditions affecting the employee's duties, assignment, supervisor, or grade.

The grievance procedure for classified employees shall be the procedure set forth in Idaho Code Section 33-517. Classified employees may file a written grievance alleging a violation of current, written Charter School approved policy, procedure, or employee handbook; or a condition or conditions that jeopardize the health or safety of the employee or another.

Cross Reference:

§5800P Classified Employee Grievance Procedure

Legal Reference:

I.C. § 33-517 Non-Certificated Personnel

I.C. § 33-1201 Certificate Required

Metcalfe v. Intermountain Gas Co., 116 Idaho 622 (Idaho 1989).