

PRESTON
SCHOOL DISTRICT

EMPLOYEE HANDBOOK



2026-2027



Updated to match the Portrait of a Graduate district goal.



KNOWLEDGE



SKILLS



DISPOSITIONS

EMPOWERING STUDENTS WITH THE KNOWLEDGE,
SKILLS, AND DISPOSITIONS **FOR LIFE**

Preston School District Staff:

Included in this document are select policies and practices of Preston School District.

This information will serve as a guide as we strive to empower students with the knowledge, skills, and dispositions for life. Updated to match the Portrait of a Graduate district goal.

All PSD policies can be found on the district website and should be reviewed.

“The Idaho Code of Ethics for Professional Educators” (also found in PSD Policy) must be read annually and adhered to by all employees.

Guidelines about “Employee Observations & Evaluations” are found in PSD Policy & the associated Addendum to that policy.

If throughout the year you have any questions after reviewing the handbook and policies, we encourage you to first meet with your direct supervisor as they can advise you on the proper channels to follow.

We are looking forward to another great school year and are grateful for all each of you do to make Preston School District the amazing district it is!

Please note that the formatting and organization of the document was changed. Unless highlighted, the information in the paragraph didn't change.

Additionally, due to the policy updates, all referencing policy numbers were removed. Anywhere previously referring to a policy number now simply states to refer to district policy.

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General Employment Information

School Day

Teacher contract hours are from 7:30 a.m. to 4:30 p.m., during which teachers are expected to be in their classrooms. An educator should inform the building administrator or school office in advance of those occasions when the employee is not able to be in the classroom by 7:30 a.m. or able to stay in the room after school until 4:30 p.m. Students in the classroom before school begins or after class ends should be supervised by the teacher. Teachers are afforded a 30-minute duty-free lunch and recess, and others will be asked to supervise students during those times.

Children in the Workplace

New Section

To maintain a safe, professional, and productive work environment, employees are expected to make appropriate childcare arrangements during their scheduled work hours. Employees should not bring their children to work or allow them to remain at the workplace while the employee is on duty.

Exceptions may be approved in advance by the Superintendent or designee for District sponsored extracurricular activities when the child's presence is appropriate.

Children who are approved to be on District property under an approved exception must remain under the direct supervision of the parent or guardian at all times and may not interfere with the employee's work responsibilities, the educational environment, or District operations.

Employees who have their children with them in District buildings outside of the student day are responsible for ensuring they are appropriately supervised at all times. Children should not be left unattended in classrooms, hallways, offices, or other areas of the building. Additionally, children are not permitted in areas where confidential student or employee information is stored, discussed, or otherwise accessible. Employees are responsible for ensuring their children's presence does not disrupt District operations or interfere with the employee's assigned duties.

FERPA

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

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

There are emergency circumstances in which the school administrator could override this benefit. If the administrator deems it necessary because of unavoidable or unforeseen circumstances, it can require an educator to help supervise students during recess or lunch. An educator will not be required to assist in emergency coverage for more than three days within a calendar school year.

Contracts - Certificated Personnel

Contracts with certified personnel shall be in writing and shall state the length of time the contract is in force, the total compensation for the contract period, and the employee's full-time equivalent status together with the scheduled periodic payments. Such written contracts shall be in the form approved by the State Board of Education, conditioned upon a valid certificate held by such personnel at the time of entering the duties there under. (See Idaho Code 33-513, 33-514, 33-515)

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

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

Issue of Contracts

The School District will send to all certified staff members contracts as soon as possible after the board ratification of the upcoming school year salary schedule. The employee must sign or reject the contract within ten (10) calendar days of the date received.

Resignation Timeline

To assist in hiring a suitable replacement for a staff member leaving the school district, the board requests that certified staff who intend to retire or leave submit their resignation letter by April 1st. A staff member may terminate his/her contract by written resignation, which must be on file with the Superintendent on or before July 1st prior to the end of the present contract date.

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

1. The validity and necessity of the request

2. The availability of a suitable replacement

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

Teacher Certification

See Idaho Teacher Certification for official information. For instance, out-of-state applicants will be required to take the Teaching for Mathematical Thinking Course and take the Idaho Comprehensive Literacy Assessment/Course before receiving a regular certificate.

Additionally, elementary or otherwise assigned educators will be required to take at least one credit of professional development in identifying the characteristics of dyslexia and understanding pedagogy and intervention for students with dyslexia to recertify.

Credits taken for recertification must be educationally related to the professional development of the applicant, and

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

Employment Requirements - Certified Personnel

At the beginning of employment or the advancement in degree (Example: BA to MA), the following should be filed with the district office:

Current procedure, added in the handbook for clarification

1. Teaching certificate. (NO CERTIFICATE=NO PAYCHECK **beginning in September**).
2. Unofficial transcripts and a copy of your diploma OR official transcripts issued by the university.
3. A copy of the signed contract

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

It is the policy of the Preston School District that claims for the in-service credit must be made on standard District-State forms and signed by the building administrator. These forms will be filed in the employee personnel file at the district office.

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

In addition to the completion of the credit work, an application must be completed. The state does not require teachers to submit official transcripts with the renewal form, but the teacher must have official transcripts on file at the district office. Certificated staff may be audited at the state's discretion. A payment of \$75.00 to **the state of Idaho** is required for the issuance of the certificate. After the 13th year working in Preston School District, the district covers the **recertification fee**.

Previously, this sentence stated that the amount was \$75. Removed as it felt redundant.

Current procedure, added in the handbook for clarification

Professional and Advanced Professional Endorsements

Professional and Advanced Professional Endorsements move qualified individuals onto the Professional and Advanced Professional rungs of the Career Ladder. For an individual to be placed on the 'P' rung of the Career Ladder, they must be recommended for and receive a Professional Endorsement. For an individual to be placed on the 'AP' rung of the Career Ladder, they must be recommended for and receive an Advanced Professional Endorsement. Professional and Advanced Professional Endorsements are not listed on an individual's certificate.

Please see the Idaho State Department of Education website for specific criteria for your circumstance. Know that an educator will need to complete an Idaho Professional Learning Plan (IPLP), spend a certain number of years teaching, receive successful marks on the teacher evaluation, and have students achieve their individual goal. For the Advanced Professional Endorsement, and educator must also serve in a leadership position.

Advanced Professional Endorsement Leadership Positions

A certified staff member shall be considered a leader for the Advanced Professional Endorsement if she/he meets any of the following criteria:

1. Serves on a district leadership committee or other committee providing valuable guidance to the district, department, program, or school building.
2. Received National Board Certification.
3. Serves in a leadership position in a professional association related to public education.
4. Serves on a community or state workgroup that works to benefit public education.
5. Serves as an instructional specialist/instructional coach.

6. Mentors a teacher that is new to the profession or a teacher that has been identified by administration as needing additional instructional coaching.
7. Serves on Curriculum or Assessment Committees.
8. Serves as a Data Specialist.
9. Serves in another leadership position approved by administration.

PE AND APE REQUIREMENTS AT A GLANCE

PROFESSIONAL ENDORSEMENT REQUIREMENTS – IN STATE

District or Charter Recommendation	Yes
Years of Certificated Teaching in Idaho	3 years or more
Meet PE Performance Criteria: - Overall rating of Proficient - No components rated Unsatisfactory - Majority of students have met student achievement/success targets	2 of the 3 previous years, or the 3 rd year
Individualized Professional Learning Plan	Yes

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – IN STATE

District or Charter Recommendation	Yes
Years of Certificated Teaching in Idaho	8 years or more
Hold Professional Endorsement	5 years or more
Meet PE Performance Criteria: - Overall rating of Proficient - No components rated Unsatisfactory - Majority of students have met student achievement/success targets	4 of the 5 previous years, or the 3 rd , 4 th and 5 th years.
Meet APE Performance Criteria: - Overall rating of Proficient - No components rated Unsatisfactory or Basic - Overall rating of Distinguished in Domain II or Domain III, or equivalent for Pupil Service staff 75% + of students have met student achievement/success targets	3 of the 5 previous years
Served in an additional building or district leadership role	3 of the 5 previous years
Individualized Professional Learning Plan	Yes

PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

District or Charter Recommendation	Yes
Held a certificate in a compact member jurisdiction	Requirement met through proof of out of state certification for 3 years or more
Years of certificated teaching in a compact member jurisdiction	Requirement met by proof of out of state employment for 3 years or more

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS – OUT OF STATE

District or Charter Recommendation	Yes
Held a certificate in a compact member state	Requirement met through proof of out of state certification for 9 years or more
Years of certificated teaching in a compact member state	Requirement met by proof of out of state employment for 9 years or more

PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE/OUT OF STATE

Years of Certificated Teaching	IPLP	Meet PE Criteria	District/Charter Recommendation	Out of State Certification & Employment Docs
0 years in state, 3-8 years out of state	USE OUT OF STATE PE FORM			
1 year in state, 2-7 years out of state	Yes	1 of 1 year	Yes	Yes
2 years in state, 1-6 years out of state	Yes	2 of 2 years or the second year	Yes	Yes
3+ years in state 0-5 years out of state	USE IN STATE PE FORM			

ADVANCED PROFESSIONAL ENDORSEMENT REQUIREMENTS - IN STATE/OUT OF STATE

Years of Certificated Teaching	IPLP	Meet PE Criteria	Meet APE Criteria	Leadership Position	District/Charter Recommendation	Out of State Certification & Employment Docs
0+ years in state, 9+ years out of state	USE OUT OF STATE APE FORM					
1 year in state, 8 years out of state	Yes	1 of 1 year	1 of 1 year	1 of 1 year	Yes	Yes
2 years in state, and 7-8 years out of state	Yes	2 of 2 years	2 of 2 years	2 of 2 years	Yes	Yes
3 years in state, and 6-8 years out of state	Yes	3 of 3 years	3 of 3 years	3 of 3 years	Yes	Yes
4 years in state, and 5-8 years out of state	Yes	3 of 4 years, including 4 th year	3 of 4 years	3 of 4 years	Yes	Yes
5 years in state, and 4-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
6 years in state, and 3-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
7 years in state, and 2-8 years out of state	Yes	4 of 5 years, or 3 rd , 4 th & 5 th year	3 of 5 years	3 of 5 years	Yes	Yes
8+ years in state, 1-8 years out of state	USE IN STATE APE FORM					

New paragraph, this will also be stated in their agreement but having it in the handbook ensures that we are sharing this information until we get the agreements out.

Employment Requirements-Classified Personnel

Unless otherwise provided by law or an individual employment agreement, classified employees are employed on an at-will basis. This means that either the employee or the District may terminate the employment relationship at any time, with or without notice and with or without cause, subject to applicable law. Nothing in this handbook is intended to create a contract of employment or alter the at-will employment relationship.

Classified employees will receive a classified employment agreement specifying the number of days and hours worked along with the hourly wage, and overtime eligibility. Employees who work under 20 hours a week will complete a timesheet and submit the signed timesheet no later than 3 days prior to the specified pay day, listed in this handbook. If a time sheet is submitted after the designated deadline, the district reserves the right to process and issue payment on the following scheduled payday.

Any overtime hours must be approved by the superintendent or designee in advance of completing the work. The approval should be obtained in writing and turned in with the timesheet. Working unauthorized overtime may result in disciplinary action, up to and including termination. However, all hours will be compensated in compliance with wage laws.

Employee Leave

Leave Requests

Employees desiring to take any type of leave must submit a request in Red Rover. All types of leave should be submitted based on the employee's workday (**Example:** if your workday is 6 hours and you plan to take 6 hours off, you should enter **1 full day** and not **0.6 days**).

Preston School District Observed Holidays

The following holidays are observed by Preston School District and do not require that an employee submit time off for the absence. Any days not listed below will need to have an accompanying leave request if you plan to be absent, including Spring Break or Christmas Break for 208+ day employees.

Labor Day (9/7/2026)

Updated dates

Day Before Thanksgiving (11/25/2026)

Thanksgiving (11/26/2026)

Christmas Eve (12/23/2026)

Christmas Day (12/24/2026)

New Year's Eve (12/30/2026)

New Year's Day (12/31/2026)

Martin Luther King Day (1/18/2027)

President Day (2/15/2027)

Memorial Day (5/31/2027)

Independence Day (7/5/2027)

Birth/Adoption Leave

Based on the negotiated agreement

The district will provide **two weeks (eight workdays)** of paid leave in connection with a qualifying birth or adoption of a child. This leave is intended for employees who are becoming legal parents or primary caregivers through birth, adoption, or foster placement. This leave is available beginning the first year of employment with the district **but must be used within eight (8) calendar weeks of qualifying event**. The purpose of this leave is to enable the employee to care for and bond with a newborn or newly adopted child.

Based on
the
negotiated
agreement

Paid parental leave shall run concurrently with leave under the Family and Medical Leave Act (FMLA), as applicable. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption of a child, will be counted toward the 12 weeks of available FMLA leave. Parental leave must be used within 12 months of the birth or adoption of a child.

Family and Medical Leave Act (FMLA)

All eligible employees of this district may take leave as provided by the FMLA. The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons. An eligible employee is defined as an individual who:

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

Special rules may apply regarding the taking of intermittent leave on a reduced leave schedule or leave near the end of an academic term by instructional employee.

Previously
said
allowable

Qualifying reasons for FMLA

Unpaid leave must be granted for any of the following reasons:

1. To care for the employee's child after birth or placement for adoption or foster care.
2. To care for the employee's spouse, **son or daughter under 18 years of age, disabled children over 18 years of age, or parent, who has a serious health condition;** or for a serious health condition that makes the employee unable to perform the employee's job

Removed
grandparents
and specified
child age to
align with the
law

Paid leave will be substituted for unpaid leave if the employee has accumulated sick leave. While on FMLA, you will be expected to be in frequent communication with the District HR Manager and your supervisor. If you are unable to reach out, an appropriate party should reach out in your place. Employees are expected to maintain reasonable communication with the district regarding their leave status unless prevented from doing so by their medical condition or other circumstances beyond their control. Failure to communicate without a reasonable explanation may result in disciplinary action, up to and including termination.

Sick and Personal Leave

Sick and Personal Leave (eligibility begins at 20+ hours)		
Contract Days	Sick Leave	Personal Leave
142	10	4
145	10	4
156	14	4
181	14	5
208+	14	5

Previously 142 days weren't listed. However, there are some CN employees who work 142 days but get leave. Added hours, so that it was clearly stated that not all 142-day employees get leave.

Current policy and procedure, added in the handbook for clarification

Sick leave is intended for absences due to illness, injury, or medical appointments involving the employee, their spouse or partner, child, or parent. Abuse of the sick leave policy, such as calling in sick when you are not ill, or submitting sick leave for personal time, may be considered sufficient cause for probationary status or disciplinary action. The district reserves the right to request a doctor's note for any sick leave request.

After 3 consecutive sick days, a notification is sent to the District HR Manager from Red Rover. At that time, a doctor's note will be requested, and further arrangements can be made if additional time is needed, such as the use of FMLA.

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

Based on the negotiated agreement

Employees have until June 23rd of the current school year to use personal leave in excess of the accumulative amount of six (6). After that date, employees will be compensated at a rate of \$96 per day for any day over six on the June payroll. At the time of retirement, any remaining personal leave (up to six days) will also be paid out at the same rate. However, personal leave will not be paid out at the end of employment for any other reason.

Employees requesting personal leave must submit the request through Red Rover 24 hours in advance of the requested personal day. If the district is unable to secure an appropriate substitute, the request can be denied.

Professional Leave

Professional Leave refers to approved time away from regular work responsibilities to participate in district-supported conferences, workshops, training sessions, or other professional development opportunities that are directly related to the employee's role and aligned with the mission and goals of the district. This leave is not intended for activities involving union representation, extracurricular or athletic events outside of scheduled competitions or required conferences, athletic activity attendance not specifically

assigned to you by the district, or personal matters such as testing or obtaining certification required for employment.

Professional leave must be approved by the school principal who will then seek approval from the superintendent of schools. Failure to secure approval in advance will result in the leave being treated as personal leave.

Bereavement Leave

Current policy and procedure, added in the handbook for clarification

Bereavement leave will be granted in the following manner. Up to five (5) days are allowed for the loss of a spouse or a child. Up to three (3) days are allowed for the loss of a parent or parent-in-law, daughter-in-law, or son-in-law. One (1) day of leave will be granted for the loss of sibling, grandparent, grandchild, brother-in-law, or sister-in-law. Any bereavement days beyond those specifically outlined above must be approved by the building principal and superintendent based upon circumstances.

Vacation Leave

Employees working 208. contract days will be given ten (10) vacation days per fiscal year. Unused vacation days for eligible classified staff are not carried over from one fiscal year to the next and will not be paid out upon separation from employment for any reason.

The old sentence was confusing, reworked for clarification.

Military Leave

Preston School District will grant up to ten (10) paid days per year for military leave.

New Section Unpaid Leave

Employees who accumulate eight (8) or more unpaid leave days during a fiscal year, excluding protected leave, may be subject to a review of their employment status, including disciplinary action, up to and including termination of employment.

Jury Duty

While on jury duty, an employee will receive full pay, however, documentation for the service may be requested. (Idaho Code 33-1216, 1217, 1217A, 1218 and HB 4)

District Substitute Procedures

1. In the event of “planned” absences (personal day, planned doctor’s appointment, sporting event, professional development training, etc.), the absence should be entered into Red Rover for a substitute to be arranged.
2. If you get sick with no advance notice of needing to be absent, the absence should still be entered into Red Rover. However, you should contact the administrative assistant as soon as you know you will not be able to go into school, but please don’t call after 10:00 pm the night before the absence or before 6:00 am the morning of the absence.

Removed #3 that was redundant and contradictory to district policy and procedure.

Reimbursement of Substitutes

Substitute employees will be compensated at an hourly rate of \$12.50. Certified staff members who are requested to cover a class during their scheduled preparation period will be reimbursed at the same hourly rate. The administrative assistant is responsible for submitting the appropriate documentation for payment, either by entering the time into Red Rover or by completing a timesheet, as applicable.

Specific times to report to work and responsibilities for the substitutes will be reviewed at the building level, and those changes should be entered into Red Rover by the administrative assistant.

Payroll Items

Payroll Schedule

Referring to Preston Board of Education Policy, the district pays employees once a month on the 26th, or the last working day prior to the 26th.

2026- 2027 Payroll schedule is as follows:

Updated dates

July	Thursday, 23 rd	January	Tuesday, 26 th
August	Wednesday, 26 th	February	Thursday, 25 th
September	Thursday, 24 th	March	Thursday, 25 th
October	Monday, 26 th	April	Monday, 26 th
November	Tuesday, 24 th	May	Wednesday, 26 th
December	Thursday, 17 th	June	Thursday, 24 th

Direct Deposit

We strongly encourage employees to enroll in direct deposit for timely and secure wage distribution. However, we understand that certain circumstances may require the issuance of a paper check.

In such cases, employees must submit a request form found on the district office website for a paper check payment. This can be found under the Finance/Payroll then Payroll section. If approved, the paper check will be issued and available for pickup by the employee or approved designee at the District Office during regular business hours. Paper checks will **not be mailed** unless other circumstances have been approved.

Salary Schedules

Instructional and Pupil Service Staffing Salary Schedule

Approved by Preston School District Board of Trustees June 2026

Updated to match
negotiated
agreement

	BA	BA+P	BA+AP	BA24+P	BA24+AP	MA+P	MA+AP
1	\$50,252.00	\$ -	\$ -	\$ -	\$ -	\$53,042.00	\$ -
2	\$51,533.43	\$ -	\$ -	\$ -	\$ -	\$55,239.00	\$ -
3	\$52,847.53	\$ -	\$ -	\$ -	\$ -	\$57,077.00	\$ -
4	\$53,402.00	\$53,402.00	\$ -	\$55,042.00	\$ -	\$58,914.00	\$ -
5	\$54,763.75	\$55,239.00	\$ -	\$56,445.57	\$ -	\$60,752.00	\$ -
6	\$54,763.75	\$57,077.00	\$ -	\$57,884.93	\$ -	\$62,301.18	\$ -
7	\$54,763.75	\$58,914.00	\$64,427.00	\$59,361.00	\$66,427.00	\$63,889.86	\$67,927.00
8	\$54,763.75	\$60,752.00	\$66,527.00	\$60,874.70	\$68,120.89	\$65,519.05	\$69,659.14
9	\$54,763.75	\$62,301.18	\$68,627.00	\$62,427.01	\$69,857.97	\$67,189.78	\$71,435.45
10	\$54,763.75	\$63,889.86	\$70,727.00	\$64,018.90	\$71,639.35	\$68,903.12	\$73,257.05
11	\$54,763.75	\$65,519.05	\$72,827.00	\$65,651.38	\$73,466.15	\$70,660.15	\$75,125.11
12	\$54,763.75	\$67,189.78	\$74,684.09	\$67,325.49	\$75,339.54	\$72,461.99	\$77,040.80
13	\$54,763.75	\$68,903.12	\$76,588.53	\$69,042.29	\$77,260.70	\$74,309.77	\$79,005.34

New employees will be placed on the salary schedule by the district based on years worked, education obtained, and professional endorsements received or qualified to receive.

For the 2026-27 school year, all current employees will move down one step on the salary schedule from their last year's placement. Employees will move across lanes as appropriate.

BA= Bachelor's Degree
 24= 24 or more college credits beyond BA degree
 MA= Master's Degree
 P= Professional Endorsement
 AP= Advanced Professional Endorsement

Classified Staffing Salary Schedule

Updated to match amount
agreed during the budget
hearing

Approved by Preston School District Board of Trustees June 2026.

	Category																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Step	P-1	P-2	P-3	O-1	O-2	O-3	MC-1	MC-2	MC-3	MC-4	CN-1	CN-2	CN-3	B-1	B-2	B-3	T-1	T-2	T-3	BP-1	N-1
1	12.68	12.93	13.18	15.84	16.79	19.90	12.68	14.07	20.28	26.87	12.68	14.70	20.03	20.07	23.68	26.69	20.07	24.08	28.30	14.86	28.94
2	12.93	13.18	13.45	16.16	17.13	20.31	12.93	14.35	20.68	27.41	12.93	15.00	20.43	20.47	24.16	27.23	20.47	24.57	28.87	15.16	29.52
3	13.18	13.45	13.71	16.49	17.47	20.72	13.18	14.64	21.10	27.96	13.18	15.29	20.84	20.88	24.64	27.77	20.88	25.05	29.44	15.46	30.11
4	13.45	13.72	13.98	16.82	17.82	21.14	13.45	14.94	21.53	28.52	13.45	15.60	21.25	21.29	25.13	28.33	21.29	25.56	30.03	15.77	30.71
5	13.72	14.00	14.27	17.15	18.18	21.58	13.72	15.23	21.95	29.09	13.72	15.92	21.67	21.73	25.64	28.89	21.73	26.07	30.63	16.08	31.32
6	14.00	14.27	14.56	17.49	18.54	22.02	14.00	15.54	22.39	29.67	14.00	16.23	22.11	22.16	26.14	29.47	22.16	26.59	31.24	16.41	31.95
7	14.27	14.56	14.84	17.84	18.92	22.47	14.27	15.84	22.84	30.26	14.27	16.56	22.55	22.60	26.67	30.06	22.60	27.12	31.87	16.73	32.59
8	14.56	14.85	15.15	18.20	19.29	22.92	14.56	16.16	23.29	30.86	14.56	16.89	23.01	23.06	27.20	30.66	23.06	27.66	32.5	17.07	33.24
9	14.85	15.15	15.44	18.56	19.68	23.39	14.85	16.49	23.77	31.49	14.85	17.23	23.46	23.51	27.75	31.28	23.51	28.21	33.16	17.41	33.91
10	15.15	15.45	15.75	18.94	20.07	23.87	15.15	16.82	24.24	32.11	15.15	17.58	23.93	23.99	28.30	31.90	23.99	28.78	33.82	17.76	34.58
11	15.45	15.76	16.07	19.31	20.47	24.36	15.45	17.15	24.72	32.75	15.45	17.92	24.41	24.46	28.87	32.53	24.46	29.35	34.50	18.11	35.27
12	15.76	16.08	16.39	19.70	20.88	24.85	15.76	17.49	25.21	33.41	15.76	18.28	24.90	24.95	29.45	33.19	24.95	29.95	35.18	18.48	35.98
13	16.08	16.39	16.72	20.09	21.30	25.36	16.08	17.84	25.72	34.08	16.08	18.64	25.40	25.46	30.03	33.85	25.46	30.55	35.89	18.85	36.70
14	16.39	16.72	17.06	20.49	21.73	25.88	16.39	18.20	26.24	34.75	16.39	19.02	25.91	25.96	30.63	34.53	25.96	31.15	36.61	19.22	37.43
15	16.72	17.06	17.41	20.90	22.16	26.41	16.72	18.57	26.76	35.45	16.72	19.40	26.43	26.48	31.24	35.22	26.48	31.77	37.34	19.61	38.18

Please Note: Employee progression on classified staffing pay scale is not dependent solely on years of experience, but will be based on employee evaluation data, availability of funding from State and/or local sources, and Board approval of classified staffing pay scale.

P-1 Paraprofessional I: Noninstructional, Playground, Crossing Guard, Interpreter

P-2 Paraprofessional II: Classroom Instructional, Special Ed, Title I

P-3 Paraprofessional III: K-8 Librarian, Computer Lab, College and Career Center, OT/PT Assistant, Elementary Rotation

O-1 Administrative Assistant I: Alternative School Administrative Assistant, Medicaid Billing Specialist

O-2 Administrative Assistant II: Head Administrative Assistant & Co- Administrative Assistant

O-3 Administrative Assistant III: District Administrative Assistant

MC-1 Maintenance I: Cleaning Staff, Seasonal Cleaning and Grounds

MC-2 Maintenance II: K-8 Custodial Supervisor, Alternative Custodian

MC-3 Maintenance III: Skilled Maintenance Technician, High School Custodial Supervisor

MC-4 Maintenance III: Director

CN-1 Child Nutrition I: Nutrition Staff

CN-2 Child Nutrition II: Kitchen Supervisor

CN-3 Child Nutrition III: Director

B-1 Transportation I: Route Driver, Trip Driver

B-2 Transportation II: Transportation Mechanic

B-3 Transportation III: Director

T-1 Technology I: Help Desk Support

T-2 Technology II: Certified Technician, A+, Network+, Security+, CompTIA

T-3 Technology III: Director

BP-1 Behavior Paraprofessional:

N-1 Nurse/Health Professional: Nurse or licensed health professional

Calculating Years of Experience

Preston School District values both loyalty and years of experience in your profession. To be fair and consistent, the following administrative policy is used when calculating classified wage placement. This calculation does not apply to certified personnel or stipends.

A new applicant with no prior experience will be placed on the first step of the appropriate pay column. An applicant with prior experience in the same profession will be credited for half of their years gained from other places of work and placed on the corresponding step. If the applicant has prior experience in a similar field or environment, they will be credited for a quarter of their years completed. The prior experience will be verified based on the submitted resume by the applicant, with the option of contacting prior employers if necessary.

An applicant who previously was employed by Preston School District and has decided to return to the same profession will be placed in the same step as when their resignation of employment was turned in, if returning within 3 years of the last day of employment, regardless of additional experience gained within those years. If an applicant returns to Preston School District in a different position, then when the employment ended, they will be treated as a new applicant but moved up one additional step for returning to the district.

Once placed on the pay scale, the standard expectation is for a classified employee to move one step for every year completed. For example, you start on step one and once that year has been completed, you will be moved on to step two. If there are changes in title or jobs duties, your supervisor can submit a written request to have an employee moved either to a higher paid step or a different column. In the case of an economic downturn or a budget cut, the Superintendent may change the standard at their discretion.

Insurance Information

Employees who are employed full-time (30 or more hours per week, per District Policy) are eligible to receive the district's full insurance package. Detailed information is available in the Employee Benefits Booklet provided by Health Plan Partners (HPP). The information below provides a summary of the district's insurance benefits.

Medical Insurance

Updated to match the amount
listed in law

Preston School District has the Blue Cross Trust Plan. There are two options, a traditional PPO with a \$350 deductible, and an HSA PPO with a \$3,400 deductible. The exact terms of the insurance and the amount of contribution by the district and employees are outlined in the Preston School District Employee Benefits Handbook. Employees can call HPP for assistance: (877) 734-5932.

Dental Insurance

The district will cover the premiums for dental insurance from MetLife Dental.

Vision Insurance

The district will pay the vision premium for the offered plan selected by the employee. Coverage is provided by VSP through Blue Cross, coverage is based on medical insurance enrollment.

Life Insurance

All employees who work more than 20 hours per week are eligible for insurance through the district group policy. Life insurance premiums for employees and dependents benefit coverage are paid for by the district.

Death Benefit	\$50,000	USAble (Life insurance coverage)
AD&D	\$50,000	
Dependent Life	\$10,000	Spouse and all children

A beneficiary must be on file. If you've added voluntary coverage to the amount listed above, call Health Plan Partners (HPP) to complete an additional beneficiary form. In the event of an employee or dependent passing, the school district office or HPP needs to be contacted to start the death claim process. The district will need an official death certificate to attach to the claim form.

Safety and Security

Workers' Compensation

Any employee who is injured in the line of duty is eligible for such compensation and expenses as are prescribed by the Workmen's Compensation Law of the State of Idaho. Following any accident or injury, we encourage employees to complete the employees' notice of the accident form and return it to the District Office within 48 hours. However, in accordance with Idaho code 72-701, employees have up to 60 days from the date of the accident to report the injury.

Employee Responsibility with Accidents or Injury

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

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

Preston School District Safety

Preston School District is vigilant to ensure the safety and well-being of its employees and students. Each principal and supervisor have the responsibility to ensure that all safety procedures and guidelines are followed. To ensure the safety of all employees, students and guests, each supervisor must adhere to the following guidelines.

1. Correct any hazardous conditions immediately
2. Investigate thoroughly and correct any hazardous conditions reported by staff, students, or patrons
3. Ensure that employees are properly trained in the use of chemicals
4. Educate staff on MSDS information sheets
5. Have a school first aid kit and notify staff of its location
6. Encourage staff to receive first aid training
7. Encourage staff to be trained in CPR
8. Organize a school safety committee which meets regularly to review safety procedures and practices

9. Investigate all accidents, make a written report, and correct any conditions which may have caused the accident
10. Determine that all equipment and machinery is operated according to acceptable safety practices
11. Provide information to all employees regarding workman's comp claims.
12. Complete workman's comp reports on all accidents within 48 hours
13. Be familiar with the District Emergency Response Plan including the duties of the evacuation coordination, perimeter security, the accounting for each student, the student's needs, communications, transportation, and emergency student management
14. Establish a procedure for securing the buildings each night
15. Provide a process for checking the buildings during winter breaks and summer recesses
16. Establish a process for appropriate property maintenance
17. Follow all OSHA rules and procedures
18. Monitor the use of personal protective equipment
19. Follow all safety procedures to ensure fire prevention
20. Establish a Threat Assessment Safety Team at each school
21. Practice drills and simulations using the four Idaho standard command response protocols for schools: Evacuation, Reverse Evacuation, Hall Check, and Lockdown
22. Be trained in the "Move - Secure - Defend" active shooter protocol
23. Evaluate and establish entry access control measures to keep threats out.

Drug Free Workplace Policy

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

Employees cannot be under the influence of an illegal substance, alcohol, or controlled substance during their work hours. Violations of this policy will result in disciplinary action, up to and including dismissal.

Violations of Criminal Drug Statutes Convictions

As required by Federal Law, employees must notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after the employee is convicted.

Abuse Reporting Requirements

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

Employee Resources

Employee Pass and Extra Curricular Duties

All employees are granted complimentary admission to Preston High School regular season home athletic events upon presentation of a valid photo staff identification badge. Additionally, the pass provides admission to one performance of the high school musical. This benefit applies to the employee only and does not include additional guests.

Employees assigned duties at school functions, i.e., athletic events, musical performances, drama, dance, etc. will be reimbursed at a rate established annually. All teachers will have equal opportunity for this duty.

Lifetime Pass

Upon retirement with 20 years' employment, retiree will be given a lifetime pass to Preston School District activities. (This pass will not admit the holder to District or State events and is only good for home activities.)

Preston School District Mentoring Program

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

Program Goal

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

Program Eligibility

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

The mentoring aspect of the new teacher's support will continue for an additional year. As outlined in the employee's Individual Professional Learning Plan (IPLP), any instructional staff or any pupil service staff employee will receive mentoring during the initial three years of holding a certificate. (33-1201A)

Classroom Supply & Continuing Education Reimbursement

Preston School District will reimburse certified educators up to \$300 per FTE for classroom supplies and \$100 for continuing education, using the guidelines listed below:

- A. At the beginning of the school year, the district will distribute classroom supply money to each school, which will be based on \$300 per FTE, the district will distribute the classroom supply money to each school. The \$100 for continuing education costs will be kept at the district office, and proof of continuing education paid expenses will need to be submitted to the district office for reimbursement.
- B. The employee should work with school administration to ensure the purchase is authorized and can be made tax-exempt to the extent possible.
- C. Since the money is given for classroom supplies or continuing education to benefit our students in the school year, the money needs to be spent no later than May 1st. If the money has not been spent by that date, the school administrator can then use the remaining money to better their school as they see fit.
- D. All non-consumable supplies will remain the property of Preston School District.
- E. If planning to use the funds for continuing education, the staff member will need to pay for it upfront and bring the receipt into their school office for reimbursement.
- F. Any reimbursements must be submitted to the individual school office by May 1st.
- G. The school will be responsible for tracking the money spent by each teacher and will be expected to report the total spent to the district office in May 1st

All classroom supplies need to be approved by the school administration before purchase is made.

Timely Reimbursements

Preston School District relies on timely and accurate reporting of finances. In order to execute timely finances, we have implemented the following administrative policy. Any reimbursements for items such as mileage, hotel costs, food, supplies, etc. must be turned into the district office no later than 90 calendar days from the first date of sale.

Preston School District follows the fiscal year outlined by the State of Idaho, beginning on July 1st and ending on June 30th of the succeeding year. All reimbursements and payments for services must be paid out in the year they were incurred. If the 90 calendar days end in another fiscal year, you will be obligated to turn in the expense no later than June 15th.

Technology and Communication

Expectations for Video/Media Use in Classrooms

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

1. The movie should be shown for educational purpose.
2. The movie should be an integral part of lesson plan.
3. Teacher needs to evaluate all movies and clips for appropriateness, age level, and good taste. (Teacher should watch entire clip, movie, etc. prior to showing movie, clip, etc. to students)
4. A list of full-length movies used will be available to the parent for review upon request. (Teachers do not need to provide a list of clips, but should, upon request, be prepared to share with parents any clips shown to students.)
5. Students will be excused from a movie and given an equivalent alternate assignment or activity upon request from the student or parent.
6. If a teacher (or group) desires to show a movie for entertainment, incentive, or reward, the movie must have prior approval of the building principal for each showing, and the school must have the public performance licensing to show the movie.
7. Teachers will follow all applicable copyright laws and terms of any streaming services.

General Guidelines for Appropriateness

1. If it is G, TV-Y, TV-Y7, TV-G follow all guidelines listed above to show the movie.
2. If it is PG or TV-PG, in addition to following the district guidelines listed above, send a note home to parents informing them of both the title and the PG rating of the movie to be shown. This gives parents a heads-up about the movie which provides them with the opportunity to guide their child in viewing it or not.
3. If it is PG-13 or TV-14, follow district guidelines and send a permission note home to parents which the parents sign and return allowing or denying permission for their child to watch the movie. (PG-13 is not appropriate at the elementary level.) The note should include the name and PG-13 rating of the movie and state that teachers have reviewed the movie for appropriateness. It should also state the educational purpose for which the movie will be shown. Additionally, parents need to be informed of the equivalent alternate assignment or activity available to students should they choose not to participate in the movie.
4. If it is R or TV-MA (or any rating that is more restrictive) it will not be shown.
5. If it is Unrated, especial care must be taken by the teacher to review the movie or clip for age level appropriateness and cultural sensitivity.

Teachers who would like to use films/clips that do not meet the criteria listed above can request a variance from the district superintendent. When requesting variance teachers should be prepared to discuss the following:

1. Why this particular clip or film is essential for enhancing students' learning.
2. Does the building principal approve and support the showing of the movie or clip.
3. What aspects were responsible for the rating listed and whether those aspects will be included in what students see.
4. How an alternative assignment will be made for those who choose not to participate.
5. Why that alternative assignment is not appropriate for teaching the desired concept for all learners.

Phone Usage

The telephones in the classrooms are intended to be for school use. Students may use the phone at the discretion of the teacher. The school offices will send phone calls to classrooms when appropriate and will do their best not to interrupt teaching time.

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

Social Media and Communication with Students

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

Preston School District and each school within the district will maintain an official webpage. This page will be managed under the direction of the principals and superintendent. Staff members wishing to access or publish posts on the official website or Facebook page should communicate with the school principal, superintendent, or designee (i.e., building social media manager). Under the direction of the school principal, other social media platforms may be used.

In an effort to maintain professional relationships and to avoid compromising situations, district personnel should not engage in social networking communications with students. If a student initiates communication with district personnel, the employee should immediately report to their building principal.

In the event that there is a legitimate educational or extra-curricular reason for communication with students outside of school hours, the employee should use the

district approved communication apps and/or platforms. The current approved apps or platforms are: Preston School District, Huddle, Band, Remind, GroupMe, PowerSchool, Google Classroom, and Canvas.

Updated to match
board approved list

Public Notices

Title IX Notice

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

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

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

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

Dr. Brady Garner
Title IX Cord.
525 S 4 E
Preston, ID 83263
208-852-2233

Mr. Gary Thomas
Superintendent
105 E 2 S
Preston, ID 83263
208-852-0283

Dir of Office for Civil Rights
Department of Education
Washington, D.C.

Civil Rights Notice

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

It is the policy of Preston School District #201 not to discriminate in any educational programs or activities or in employment practices.

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

Dr. Brady Garner
Title IX Cord.
525 S 4 E
Preston, ID 83263
208-852-2233

Mr. Gary Thomas
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Dir of Office for Civil Rights
Department of Education
Washington, D.C.

Code of Ethics for Idaho Professional Educators

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. Below is a summary of the ten (10) principles found in the Idaho Code of Ethics. Please see the complete document for details.

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.

Principle II - Educator/Student Relationship. A professional educator maintains a professional relationship with all students, both inside and outside the physical and virtual classroom.

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.

Principle IV - Professional Integrity. A professional educator exemplifies honesty and integrity in the course of professional practice.

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.

Principle VI - Compensation. A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation.

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.

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.

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.

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.