

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 identified by a committee consisting of teachers, administrators, and other District stakeholders and approved by the Board. The decision as to whom and how many instructional and pupil service employees receive leadership premiums shall not be subject to collective bargaining and shall not become a part of the negotiated agreement.

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:
 - A. Curriculum development;
 - B. Assessment development;
 - C. Data analysis;
 - D. Grant writing;
 - E. Special program coordinator;
 - F. Research project; and
 - G. Teaching professional development course;

[Note: Should the Board choose to identify various other criteria as eligible, a description of those duties should be included in the plan or identified in this policy.]

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.

Legal Reference: I.C. § 33-1004F

I.C. § 33-1004J

Obligations to Retirement and Social Security
Benefits
Leadership Premiums

Policy History:

Adopted on: 12/11/18

Reviewed on: 11/13/18

Revised on:

**Garden Valley School District #71
PERSONNEL**

5480F

Garden Valley School District Application for Leadership Premiums DUE ON OR BEFORE 12/1/19

Name _____ Date _____

Please fill out the following items for each area you would like considered for the leadership premiums. All areas will work together for a final score based on the overall applicability of the project/duty, the time employed, and impact of the project on the school as aligned in regards to the priorities of the district. The minimum that a person can be compensated is \$900.00.

Criteria	Teacher Response	(For Office Use Only)
Description of Project/Duty		
Time Involved (hrs/week for #weeks)		
Educational Impact on Garden Valley School Students		

Criteria	Teacher Response	(For Office Use Only)
Description of Project/Duty		
Time Involved (hrs/week for #weeks)		
Educational Impact on Garden Valley School Students		

Adopted: 12/11/18
Reviewed: 11/13/18
Revised:

PERSONNEL**Garden Valley Leadership Premiums Plan**

In spring of 2014, the Idaho Legislature approved HB 504 (33-1004J) which allocated funds to districts to meet the outline of the Governor's Task Force on Education which *"would include additional salary that can be earned for fulfillment of leadership responsibilities. Such moneys shall be paid to instructional and pupil service staff employees for leadership activities. Such premiums shall be valid only for the fiscal year for which the premiums are made for reasons identified as leadership priorities by a committee consisting of teachers, administrators and other school district stakeholders and shall be approved by the board of trustees."*

To meet that expectation Garden Valley School District will enact a plan for awarding these premiums to teachers as follows below.

All certified staff members are eligible to apply for the award. The application for the award is attached. The leadership team will rank the jobs outlined in the job descriptions according to the priorities and needs of the district. The applications will be prioritized based on the following criteria:

1. Priority of the district
2. Description of project or duties
3. Time Involved
4. Educational impact of proposed actions

Teachers may include multiple project/duty descriptions in the same application so that their leadership contribution can be measured as a whole. The following duties will NOT be considered for the award.

1. Duties for which a teacher is paid already.
2. Duties which are part of a teacher's existing job description.
3. Duties related to student activities or athletics.

After applications are submitted to the principal, they will be rated on the criteria by the principal and superintendent and then presented to the school board in their next regularly scheduled meeting for a final approval.

Premiums will be reflected in the teacher's June paycheck if duties and or projects have been completed as outlined in the original application. This will be evaluated by the building principal and superintendent.

Our leadership premium plan will be reevaluated at the end of each year.

Adopted: 12/11/18
Reviewed: 11/13/18
Revised: _____

PERSONNEL

5100

Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting staff personnel. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All personnel selected for employment must be recommended by the Superintendent 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.

To aid in obtaining quality staff members, the following factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character and ability to relate well with students. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and administrators.

All applicants applying for a certificated position who are pursuing an alternate route to certification shall be considered on a case-by-case basis. They must hold or demonstrate ability to hold any state certification required for the position and demonstrate they meet the alternate route requirements.

Except where otherwise specified, this policy applies to the hiring of all certificated and classified staff members in the District except for the Superintendent. This policy shall be made available to any District employee or person seeking employment with the District.

Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.
2. If the vacant position is that of the Superintendent, the hiring process and the review of all applicants is the responsibility of the Board of Trustees.
3. Applicants for teaching positions shall provide evidence of meeting State requirements for regular certification as described below.
4. Applicants shall ~~and~~ sign a statement authorizing current and past school district employers, including those outside the state of Idaho, to release to the District all information relating to
 - A. Job performance or job related conduct;
 - B. Any pending or prior investigations of the employee;
 - C. Any resignations during investigations or in lieu of contemplated disciplinary action;
 - D. Disciplinary actions for misconduct involving the applicant.

and making available to the District copies of all documents in the applicant's previous personnel files, investigative, or other files. Such statement will also release the applicant's current and past employers from any liability for providing such information and documentation. Applicants who do not sign the statement/release shall not be

considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied and no one shall disclose such information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Applicants may be employed on a non-contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request. See Forms 5100F1 and 5100F2.

5. Candidates for high school and middle school positions should have a major or its equivalent in the specific teaching field(s). Elementary applicants should have a major or its equivalent in elementary education or in the special area of assignment(s). Applicants for specific teaching positions shall also meet the applicable State standards.
6. Applicants for all teaching positions should have a minimum over-all grade point average of 2.5 (A-4, B-3, C-2, D-1). All candidates should have a grade point average of 2.75 in their respective major teaching field(s).
7. When considering coaching assignments in secondary schools, preference for hiring will be given to a qualified certificated professional employee in the school where the coaching vacancy exists. The Building Principal will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such an individual will necessarily be retained for a coaching position or that another individual may receive the position who is not an employee of the building in question.
8. As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees or implementing a reduction in force.
9. As required in Idaho Code 33-130 and 33-512(15), the District will conduct a criminal history check for applicable positions. See Policy 5110.
10. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant.

To assist administrators in compliance with the above policy for the hiring of professional staff, the following guidelines shall be utilized:

Notice of Vacancies

Vacancies will be posted after the Superintendent receives the staff member resignation. The Board will officially approve the resignation at the next regular board meeting and may also approve the hiring of the replacement at that meeting. The Superintendent will not post vacancies until the board has enacted a termination, or if a new position is created within the District. The Superintendent shall develop procedures for the posting of available positions within the District. The Superintendent will notify the Board as soon as possible when a resignation occurs.

The Superintendent's Office will post notice of any vacancy within the District.

The administrator will have the responsibility to interview all final applicants who meet the qualifications needed for the position, and may or may not make recommendations for such applicants after review. All in-district applicants will be obliged an informal interview. The superintendent/ principal will make the final decision on the request for transfer.

1. Job Vacancy Notices: Any notice from Garden Valley School District No. 71 will contain the following information:
 - A. Position available and job description.
 - B. Requirements for completed application, as applicable for position, include but are not limited to: 1) a completed District application form; 2) official transcripts of all university or college credits; 3) a placement center file; 4) a personal resume; 5) verification or eligibility of Idaho certification; and 6) a signed statement/release for current and past school district employers.
 - C. Timeline for receiving application.
 - D. Process notification of how applications will be handled.
2. Application Procedures: It will be the responsibility of any applicant to provide the information listed in B above.
 - A. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
 - B. It will be at the discretion of the Superintendent, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts, or other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.
 - C. In addition to the certification information provided by the applicant, the District will also request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension, or the existence of any prior letters of reprimand and information relating to job performance.
 - D. Within three business days of receipt of the statement releasing information from prior school district employers, as required by I. C. 33-1210, such statement shall be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.

Because responses to such requests may take up to 20 days, or possibly more for

out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant.

- E. Upon receipt of the completed applications, those applications will be placed in a file for review and consideration at the District Office.

Preliminary Screening

1. At either the time the job vacancy is published, or prior to the conclusion of the application period, the school administrator will provide notice to the appropriate administrator of the desired number of qualified individuals to be included in the "screening pool". The screening pool shall be defined as the number of individuals having completed applications that may be submitted to the building or program administrator for final screening.
2. Should the building or program administrator desire to have applicants prioritized, he or she shall make such known to the appropriate administrator who will provide the prioritized list of a number consistent with the pool.

Screening

- a. The building or program administrator may establish a committee to assist in the screening process. Administration will annually disseminate a survey to stakeholders regarding interest on future hiring committees. Committee members will be selected based on relevant subject knowledge and availability for the scheduled interview date and time. For certified and coaching positions, the hiring committee will consist of one administrator, two staff members, and two parents or community members. Whenever possible, the same five committee members will participate throughout the hiring process for a specific vacancy.
- b. The committee, upon receiving the written applications from the appropriate administrator, will review those applications for the purpose of:
 1. Determineing those most suited to the position.
 2. Makeing personal telephone contact with one or more references submitted by the applicant.
 3. Contacting individuals who might know the candidate, but were not listed as references, if needed.
 4. Inviteing the top candidates to be interviewed for the position.
- c. The committee will establish the procedures at the building or program level for interviewing the successful applicants.

- d. For those applicants who have no prior public school work experience or whose out-of-state former employers will not release documentation requested pursuant to I.C. § 33-1210, the screening committee or administrator may engage in whatever background checks it deems appropriate, but at a minimum shall verify all prior work experience and educational achievement listed by the applicant as the committee or administrator deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with every person listed as a reference by the applicant.
- e. Upon determining the qualified applicant, the building administrator will submit to the Superintendent the written recommendation for the applicant to be offered a contract.

Acceptance Procedure

Once the Committee or administrator has selected the final candidate, the name will be provided to the Superintendent who will review the applicant's credentials with the building/program administrator. If the Superintendent concurs with the recommendation, the Superintendent will:

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
2. If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to I.C. 33-1210(3), the District may provisionally employ such applicant on a non-contracted basis for up to 30 days after receipt of the documentation. Within that thirty day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may not identify any reason for non-issuance of a standard contract not based on the documentation received. If, within 30 days from the receipt of the information requested pursuant to I.C. 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee will be deemed to be employed pursuant to a Category A contract. During this provisional employment, the applicant shall be provided the same compensation and benefits as if the employee had been employed on a standard certificated contract.
3. Upon receiving a verbal or written statement ~~on~~ of intention to acceptance employment, pending Board approval, by the candidate, the Superintendent will prepare the necessary papers for recommendation to the Board of Trustees at the next regular or special Board meeting.
4. Submit to the Board of Trustees such recommendation.

Board Action

The Board of Trustees of Garden Valley School District No. 71 will:

1. Have placed before it all candidate names for the contract; and
2. Discuss hiring and in situations wherein the individual qualifications of the applicant are discussed go into executive session pursuant to law; and
3. Vote relating to approval or disapproval of the candidates. If members of the Board personally have knowledge not available to the building administrator and the screening committee, the Board will not take action until all concerns have been reviewed by the building/program administrator.

Approval

Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract and return it within ten (10) days from the date the contract is delivered to them. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the board in the designated period of time, the Board may declare the position vacant. Should the candidate not be approved, or the person willfully refuses to acknowledge receipt of the contract or the contract is not signed and returned to the board, the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to I.C. 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

Certification

To qualify for employment, each teacher or administrator must have and maintain during the entire school year, a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. Salary will be withheld if the certificate is not on file by September 10 of the given year, unless other arrangements with the District Office have been previously made. If at any time the teacher/administrator's 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 District.

Cross Reference:

5110 Fingerprinting and Criminal Background
Investigations
5120 Equal Employment Opportunity and
Non-Discrimination
5100F1, 5100F2, 5100F3
Hiring Process and Criteria Forms
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. § 33-145 Idaho Student Safety and Educator Disclosure Act

I.C. § 33-512 Governance of schools

I.C. § 33-513 Professional personnel

I.C. § 33-1210 Information on Past Job Performance

I.C. § 65-505 Officials to Observe Preference

I.C. § 74-206 Executive Sessions—When Authorized

IDAPA 08.02.02.015.02 Standard Pupil Service Staff Certificate

IDAPA 21.01.06 Rules for Enforcement of the Veteran's Preference in Public
Employment

Policy History:

Adopted on:

02/13/2012

Reviewed: 7/9/2011: 3/10/2020

Revised on: 9/16/2026

Approved: 12/4/2023



Garden Valley School District

1053 Banks Lowman Road, PO Box 710, Garden Valley, ID 83622
Ph: (208) 462-3756 / Fax: (208) 462-3570 / www.gvsd.net



AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST EMPLOYMENT WITH SCHOOL EMPLOYERS IDAHO CODE 33-1210

Idaho Law requires Applicants for **any** position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

1. Authorizes current and past ~~public~~ school employers from the previous ten (10) years of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer's personnel file, investigative file (regardless of outcome or finding, if any), or other files relating to the job performance of the Applicant; and
2. Releases the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

Pursuant to state law, "documentation related to the job performance or job related conduct of any employee/applicant is defined as, and may be limited by the producing district to include: all annual evaluations, letters of reprimand, letters of direction, letters of commendation or award, disciplinary actions and documentation of disciplinary investigations, recommendations for probation, notices of probation, notices of removal from probation, recommendations for termination or nonrenewal, notices of termination or nonrenewal, notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate and any rebuttal documentation filed by the employee relative to any of the above documents." I.C. § 33-1210(2)(b).



Garden Valley School District

1053 Banks Lowman Road, PO Box 710, Garden Valley, ID 83622
Ph: (208) 462-3756 / Fax: (208) 462-3570 / www.gvdsd.net



PG 1 of 2

§ 33-1210 RELEASE:

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

Signature of Applicant

Date

Printed Name of Applicant

Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer

- Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.
- A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.
- An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.
- By accepting an executed copy of this form, the hiring School District makes no guaranty or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.

Policy History:

Adopted on: 10-10-2017

Reviewed:

Revised on: 10-21-2026

PG 2 of 2



Garden Valley School District

1053 Banks Lowman Road, PO Box 710, Garden Valley, ID 83622
Ph: (208) 462-3756 / Fax: (208) 462-3570 / www.gvsd.net



AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST EMPLOYMENT WITH SCHOOL EMPLOYERS IDAHO CODE 33-1210

5100 F2

~~Idaho Law requires Applicants for any position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.~~

~~Before hiring an Applicant for any position, the District must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.~~

~~This form:~~

- ~~1. Authorizes current and past public school employers of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer's personnel file, investigative file (regardless of outcome or finding, if any), or other files relating to the job performance of the Applicant; and~~
- ~~2. Releases the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.~~

~~Pursuant to state law, "documentation related to the job performance or job related conduct of any employee/applicant is defined as, and may be limited by the producing district to include: all annual evaluations, letters of reprimand, letters of direction, letters of commendation or award, disciplinary actions and documentation of disciplinary investigations, recommendations for probation, notices of probation, notices of removal from probation, recommendations for termination or nonrenewal, notices of termination or nonrenewal, notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate and any rebuttal documentation filed by the employee relative to any of the above documents."~~

~~I.C. § 33-1210(2)(b). PG 1 OF 2~~

IDAHO CODE 33-1210 RELEASE:

~~I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that~~

~~such authorization may be provided to the hiring District via electronic means.~~

~~Signature of Applicant Date _____~~

~~Printed Name of Applicant _____~~

~~Employee # _____~~

~~Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer:~~

- ~~• Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.~~
- ~~• A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.~~
- ~~• An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.~~
- ~~• By accepting an executed copy of this form, the hiring School District makes no guarantee or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.~~

Applicant Misconduct Disclosure and Sworn Statement

Form 5100F2 | Idaho Code § 33-145(4)

Complete this form before hiring. Answer every question. If you answer Yes, describe each matter below or on a signed attachment. There is no ten-year limit on these disclosures.

Applicant name: _____

Position applied for: _____

For this form, misconduct means conduct described in Idaho Code § 33-145(2)(c) relating to educator-student relationships. A pending investigation includes an internal, administrative, regulatory, or criminal investigation begun but not finally resolved.

1. Have you been the subject of any pending or prior investigation involving such misconduct in connection with employment or professional licensure or certification?

☐ Yes ☐ No

2. Have you resigned during an investigation or in lieu of contemplated disciplinary action involving such misconduct?

☐ Yes ☐ No

3. Have you been subject to disciplinary action involving such misconduct in connection with employment or professional licensure or certification?

☐ Yes ☐ No

For each Yes answer, identify the employer or agency, approximate dates, nature of the matter, current status or outcome, and a contact if known. Attach signed additional pages as needed.

Question number and employer or agency: _____

Approximate date(s) and current status or outcome: _____

Description and contact information: _____

I certify under oath that my answers and attachments are true and complete. I understand that a material misrepresentation or willful omission concerning this disclosure may result in immediate termination of employment or rescission of an offer of employment or employment contract.

Applicant signature: _____

Date signed: _____

State of _____ County of _____

Subscribed and sworn to (or affirmed) before me on _____ by
_____.

Notary public signature: _____

My commission expires: _____ Notary seal:

Adopted on: 10-10-2017

Reviewed:

~~Revised~~ Amended on: 10-21-2026



Garden Valley School District

1053 Banks Lowman Road, PO Box 710, Garden Valley, ID 83622
Ph: (208) 462-3756 / Fax: (208) 462-3570 / www.gvsd.net



REQUEST FOR VERIFICATION OF CERTIFICATE STATUS

~~Attn: Lisa Colón~~

Director of Certification/Professional Standards
Idaho State Department of Education
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027

Pursuant to § 33-1210(5), Idaho Code, the District is seeking information regarding the following individual:

Name of Applicant: _____

D.O.B.: _____

Specifically, pursuant to the above-referenced statute, the District is seeking the following information in order to address a hiring decision:

1. Certificate status;
2. The existence of any past findings or complaints relating to violations of the Code of Ethics for Professional Educators;
3. The existence of any current complaints or investigations relating to alleged violations of the Code of Ethics for Professional Educators; and
4. Any information relating to job performance as defined by the State Board of Education, pursuant to Subsection (11) of Idaho Code 33-1210, for any applicants for certificated employment.

The District would greatly appreciate it if this information could be advanced to the attention of ~~Miranda Hennessy~~ Janelle Shannahan or before the _____ day of _____ in order to allow a timely decision as to employment matters. This information may be mailed at the above address or sent via electronic format to: ~~mhennessy@gvsd.net~~ jshannahan@gvsd.net.

Sincerely,

~~Miranda Hennessy~~ Janelle Shannahan, ~~Human Resources Director~~ Asst. Business Manager
Garden Valley School District #71
208-462-3756 office
208-462-3570 fax
~~mhennessy@gvsd.net~~ jshannahan@gvsd.net

Policy History:

Adopted on: 10-10-2017

Reviewed:

Revised on: 10-21-2026

Garden Valley School District No. 71**PERSONNEL****5100F4****Disclosure of Past Resignations, Investigations, and Disciplinary Action**

As part of the District's hiring process, each applicant shall provide a sworn written statement disclosing the information requested below. Please answer each question completely.

Applicant Name:	Position Applied For:
Current Employer:	Telephone / Email:

Applicant Disclosure

For each item below, indicate whether it applies to you in connection with employment or professional licensure or certification.

Question	Yes	No
Are you currently the subject of any pending investigation involving alleged misconduct?	☐	☐
Have you ever been the subject of a prior investigation involving alleged misconduct?	☐	☐
Have you ever resigned from employment while an investigation was pending?	☐	☐
Have you ever resigned in lieu of contemplated disciplinary action?	☐	☐
Have you ever been subject to disciplinary action for misconduct in connection with employment?	☐	☐
Have you ever been subject to disciplinary action involving professional licensure or certification?	☐	☐

If you answered "Yes" to any question, provide the following information. Attach additional pages if necessary.

Employer, agency, or licensing/certification body: _____
Approximate date(s): _____
Nature of investigation, resignation, or disciplinary action: _____
Final disposition or current status: _____

Applicant Certification and Sworn Statement

I certify that the information provided on this form is true, complete, and accurate to the best of my knowledge. I understand that a material misrepresentation or willful omission associated with this sworn written statement or other information required by law may result in immediate termination of employment or rescission of an offer of employment or employment contract.

Applicant Signature:	Date:
Printed Name:	Position Applied For:

Garden Valley School District No. 71

PERSONNEL

5100F4

Disclosure of Past Resignations, Investigations, and Disciplinary Action

Sworn Statement

State of Idaho)

County of _____) ss.

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by

Notary Public Signature: _____

Printed Name: _____

My Commission Expires: _____

Notary Seal:

District Use Only

Form received by:	Date received:
Required release(s) completed: ☐ Yes ☐ No	Prior-employer information requested: ☐ Yes ☐ No
Follow-up required: ☐ Yes ☐ No	Reviewed by:
Notes:	

Cross Reference:

5100

Hiring Process and Criteria

Legal Reference:

I.C. § 33-1210

I.C. § 33-130

I.C. § 33-512

I.C. § 33-513

I.C. § 74-206

I.C. § 33-145

I.C. § 65-501 et seq.

IDAPA 08.02.02.015.02

IDAPA 21.01.06

Information on Past Job Performance

Criminal History Checks for School District Employees or Applicants for Certificates

District Trustees - Governance of Schools

Professional Personnel

Executive Sessions - When Authorized

Idaho Student Safety and Educator Disclosure Act

Rights and Privileges of Veterans

Standard Pupil Service Staff Certificate

Rules for the Enforcement of the Veteran's Preference in Public Employment

Policy History:

Adopted on: _____

Revised on: _____

Garden Valley School District No. 71

PERSONNEL

5100P

Procedures for Obtaining Personnel Records for Applicants

1. Before hiring an applicant for employment in a certificated or non-certificated position the District shall have the applicant sign the statement/release (form ~~5500F1~~ 5100F1) and provide a list of their previous employers and a disclosure of past resignations, investigations, and disciplinary action (5100F4). The list may be obtained via resume or application. The District will not hire an applicant who refuses or fails to sign the statement/release.
2. The signed statement/release will then be sent by the District to all of the applicant's current or past, in state or out of state, school district employers along with a request for information relating to job performance and/or job related conduct (Form 5100F2).

Note: The District does not have to request the information for all applicants. The District only has to request the information for the applicant(s) who are considered being offered the position. However, in the interests of timeliness, as it may take up to 20 days to receive such information, the District may request the information of every applicant who has sent a signed statement/release.

3. The District may follow up with current or past school district employers if the information requested has not been received within 20 days from the date the request was sent. The District may hire non-certificated applicants on a conditional basis pending receipt of the information requested. Applicants shall not be prevented from being hired if an out of state current or past school district employer refuses to comply with the request. The District will attempt to obtain a written refusal along with the reason for the refusal from the non-compliant out of state school district employer. The written refusal shall be kept as a part of the applicant's file. The Board directs the Superintendent to establish steps to be taken in confirming prior work experience and checking references of new employees whose former employers refuse to release documentation, and for those with no prior public school work experience.
4. The District shall also request State Department of Education verification of certification status as well as any past or pending violations of the Professional Code of Ethics and information related to the job performance of the applicants for any certificated position (form 5100F3).
5. When such information and documentation is not received prior to screening or interviews, the District will review such information no less than 30 days after it has been received. If an applicant has been offered provisional employment pursuant to I.C. 33-1210(7), the District should review the documentation within ten days of receipt. If a written statement of non-employment is to be provided to the provisional employee, it shall be provided before the end of 30 days after the receipt of the documents. If the provisional employee is to be employed by the District, a written contract should be provided prior to the end of the

30 day period. It is the goal of the District to avoid any situation where an applicant or provisional employee is employed by default or without a written contract.

6. The District shall use information received from applicant's current or past employers only for the purposes of evaluating an applicant's qualifications for employment in the position for which the applicant has applied. No Board member or District employee shall disclose the information received to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

Legal References

IC § 33-1210

IC § 33-130

IC § 33-512

IC § 33-513

IC § 74-206

IC 33-145

IC. § 65-501, et seq.

IDAPA 08.02.02.015.02

IDAPA 21.01.06

Description

Information on Past Job Performance

Criminal History Checks for School District Employees or Applicants for Certificates

District Trustees - Governance of Schools

Professional Personnel

Executive Sessions – When Authorized

Idaho Student Safety and Educator Disclosure Act

Rights and Privileges of Veterans

Standard Pupil Service Staff Certificate

Rules for the Enforcement of the Veteran's Preference in Public Employment

Cross References

Code

5110

5120

5500

5740

5740-P

5750

Description

Criminal History/Background Checks

Equal Employment Opportunity and Non-Discrimination

Personnel Records

Reduction in Force

Reduction in Force - Reduction in Force Procedures (Alternatives)

Employing Retired Teachers and Administrators

Procedure History:

Adopted on: 10-10-2017

Reviewed on:

Revised on: 10-21-2026

INSTRUCTION

2310

Health, Sex Education, and Human Sexuality

Health, family life and sex education, including information about parts of the body, reproduction and related topics, shall be included in the instructional program as appropriate to the grade level and course of study. The instructional approach shall be developed after consultation with parents and other community representatives. Parents may ask to review the materials to be used and may request that their child be excluded from sex education class sessions without prejudice.

Sex Education

“Abstinence” means the absence of any sexual activity prior to marriage, which includes physical contact between individuals involving intimate or private areas of the body that can potentially:

- a) Result in pregnancy;
- b) Transmit sexually transmitted diseases and infections; or
- c) Present emotional risks

“Sex education” means the study of the anatomy and the physiology of human reproduction.

Instruction on human sexuality as defined in I.C. § 33-1609 shall be age-appropriate, developmentally appropriate, and in accordance with state standards. Classroom instruction that does not meet these criteria is prohibited. Before providing instruction on any of these topics, the District shall provide parents/guardians with at least two weeks of notice and the opportunity to review any materials that will be used in this instruction. This notice shall include a brief description of the content of this instruction. Parents/guardians shall be provided with a form to provide written permission for their student to receive the instruction. Students will only participate in instruction on this topic if their parent/guardian has provided this signed form within one week of the time this instruction begins. Alternative educational activities shall be provided for students who have not received this permission.

If a parent/guardian believes their student has received instruction on one of these topics without the permission described above, the parent may address their complaint as described in Procedure 2310.

The Board directs that sex education instruction shall include instruction on abstinence. However, it is recognized that this alone may not prevent pregnancies and sexually transmitted infections (STIs)/sexually transmitted disease (STDs). Therefore, the Board allows for instruction in sex education including STIs, birth control, adoption, and general human sexuality. In all cases the known facts will be taught, not the opinions or moral judgment of the instructor.

Any sex education instruction shall include instruction on:

1. Available adoption resources and current adoption practices in the United States as a means of providing for the well-being of a child;

2. The Idaho Safe Haven Act, IC 39-8201 et seq.; and
3. Where to find resources and support in the State of Idaho.

Additionally, any instruction on human biology, contraception, or STIs/STDs provided to students in grades 5 through 12 shall be accompanied by a viewing of a video that meets the following requirements:

1. A high-definition ultrasound video at least three (3) minutes in duration, showing the development of the brain, heart, sex organs, and other vital organs in early fetal development;
2. A high-quality, computer-generated rendering or animation showing the process of fertilization and every stage of human development inside the uterus, noting significant markers in cell growth and organ development for every week of pregnancy until birth.
3. The instruction required in subsection (1) of this section shall also be included in every class that discusses or provides instruction concerning human biology, discusses or provides instruction concerning contraception, or discusses or provides instruction concerning sexually transmitted diseases or sexually transmitted infections.

Before a student can view such a video, their parent/guardian must be given notice, be provided with the opportunity to review the video, and provide permission as described above.

The Board believes that ~~HIV/AIDS~~ STD/STI instruction is most effective when integrated into a comprehensive health education program. Instruction shall be developmentally appropriate to the grade level of the students and shall occur in a systematic manner. The Board particularly desires that students receive proper education about ~~HIV~~ STD/STI before they reach the age when they may adopt behaviors that put them at risk of contracting the disease.

In order for education about ~~HIV~~ STD/STI to be most effective, the Superintendent shall require that faculty members who present this instruction receive continuing in-service training that includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction but who have contact with students shall receive basic information about ~~HIV/AIDS~~ STD/STI and instruction in the use of universal precautions when dealing with body fluids.

In accordance with Board policy, parents shall have an opportunity to review the ~~HIV~~ STD/STI education program before it is presented to students.

No sex education materials or instruction may be provided by any individual or organization that is an abortion provider.

Alcohol, Tobacco and Drug Education

Students shall receive education regarding the use of alcohol, tobacco and drugs. The Superintendent, or his/her designee, shall develop a curriculum for use in health education that provides instruction to students in the areas of prevention, education, treatment, rehabilitation and legal consequences of alcohol, tobacco and drug use.

Legal Reference:

I.C. § 18-8707 Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula

I.C. § 33-1605 Health and Physical Fitness – Effects of Alcohol, Tobacco, Stimulants and Narcotics
I.C. § 33-1608 et seq. Family life and sex education – Legislative policy
I.C. § 33-1609 Courses of Instruction
I.C. § 33-1611A Requiring Permission for Instruction Addressing Human Sexuality
I.C. § 33-1637 Human Growth and Development Instruction in Public Schools
I.C. § 33-342 Adoption Education
I.C. § 33-6001 Parental Rights
I.C. § 39-8201 et. seq. Idaho Safe Haven Act
IDAPA 08.02.03.450 Health Standards
IDAPA 08.02.03.160 Safe Environment and Discipline

Cross Reference:

~~2307 Physical Activity Opportunities and Physical Education~~
2340 Controversial Issues

Policy History:

Adopted on: 5-8-2012
Reviewed on: 9-16-2026
Revised on: 10-21-2026

2310-1

(ISBA 1/07 UPDATE)

INSTRUCTION

2310P

Health, Sex Education, and Human Sexuality

If a child receives instruction in human sexuality, as defined in Policy 2310 or in IC 33-1609, without the written parental permission described in that policy, the parent/guardian is encouraged to first discuss it with the teacher with the objective of resolving the matter promptly and informally.

If the complaint is not resolved, the parent/guardian can provide written notice to the Principal that they believe a violation of the parent notice portion of Policy 2310 has occurred. The parent/guardian shall indicate that they request rectification.

The Superintendent or their designee shall meet with the parent/guardian and the student who attended the class. The Superintendent or designee shall then investigate the complaint. This investigation may include, but will not necessarily be limited to:

1. Student interviews and statements;
2. Interviewing the teacher and other adults who may have been present or otherwise have knowledge of the situation; and
3. A review of the educational standards, District process and District procedures relating to educational matters of sex education and human sexuality as defined in Policy 2310.

Within 30 days of request rectification, the Superintendent or designee shall provide a summary of their findings to the Board at a regular or special Board meeting. The Board shall determine whether rectification should be provided. The Superintendent shall determine what form this rectification shall take, which may include:

1. A recommendation from the Superintendent to the Board for amendments to the District's policies and procedures regarding human sexuality as defined in Policy 1;
2. A recommendation from the Superintendent to the Board to revisit the District's curriculum relating to sex education, human sexuality as defined in Policy 2310 or related subject matters;
3. An apology from the District; and
4. Direction from the Superintendent to District staff on how similar situations should be addressed in the future.

The Superintendent shall also decide whether to take disciplinary action against any employee who violated the parent notice requirements described in Policy 2310. Any such action would be confidential, as described in IC 33-518, IC 74-104, and IC 74-106. Therefore, the complaining parent/guardian will not be notified of any disciplinary action taken. For additional information regarding the complaint or professional standards process, the Superintendent shall refer the parent/guardian to the Professional Standards Commission.

Legal References	Description
IC § 18-8707	Abortion-Related Activities Prohibited in School-Based Health Clinics and Sex Education Curricula
IC § 33-1605	Health and Physical Fitness – Effects of Alcohol, Tobacco, Stimulants and Narcotics
IC § 33-1608, et seq.	Family Life and Sex Education – Legislative Policy
IC § 33-1609	Courses of Instruction
IC § 33-1611A	Requiring Permission for Instruction Addressing Human Sexuality
IC § 33-1637	Human Growth and Development Instruction in Public Schools
IC § 33-342	Adoption Education
IC § 33-6001	Parental Rights
IC § 39-8201 et. seq.	Idaho Safe Haven Act
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
2315	Physical Activity Opportunities and Physical Education
2340	Controversial Issues

Policy History:

Adopted on: 10-21-2026