

Agenda of Special School Board Meeting

The Board of Trustees

Lakeland Joint School District No. 272

A Special School Board Meeting of the Board of Trustees of Lakeland Joint School District No. 272 will be held Monday, August 6, 2012, beginning at 5:00 PM in the Administrative Offices, 15506 N. WASHINGTON ST., RATHDRUM, ID 83858.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

- A. **Call to Order 5:00 p.m.**
- B. **Welcome Visitors/ Pledge of Allegiance 5:00 p.m.**
- C. **Approve Agenda**
- D. **Board Workshop**
 - 1. Policy Review

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INSTRUCTION

2420

Title I Parent Involvement

The District endorses the parent and/or guardian involvement goals of Title I and encourages the regular participation of parents and/or guardians of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. The District is committed to providing coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student achievement and school performance. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. Parents with limited English proficiency or disabilities will be provided the necessary resources (including, but not limited to: appropriate language information, interpreters, or other accommodations) to provide full opportunities for participation.

District Title I schools shall convene an annual meeting to which all parents of students in a school-wide program and participating students in a targeted assistance program are invited to inform parents of their school’s participation in Title I and to explain Title I requirements and the right of parents to be involved. In addition to the required annual meeting, additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to discuss their child’s progress and to participate, as appropriate, in decisions relating to the education of their children;
4. Guidance as to how they can assist at home in the education of their children.

Parents and patrons shall be represented on committees which contribute to the process 1) of school review and improvement; 2) an annual evaluation of the effectiveness of the district parent involvement policy; to the Consolidated Plan. This shall also include includes the District Curriculum Advisory Committee and Professional Development Committee.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a “School-Parent Compact” outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The “School-Parent Compact” shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212
Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans
P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

Adopted on: August 13, 2007

Revised on: July 2012

Prior Policy: VII(P) – Title 1 Parent Involvement

PERSONNEL

5105

Certificated Personnel Reemployment

Definitions:

Non-Renewable Contract Certificated Employees

Non-renewable contracts shall be issued at the sole discretion of the Board.

Category A Certificated Employees—certificated personnel hired on a limited one-year contract as provided in I.C. § 33-514.

Category B Certificated Employees—certificated personnel in the fourth or greater years of continuous employment within the same school district as provided in I.C. § 33-514 and who, at the sole discretion of the Board, are eligible to be offered a limited two (2) year contract. The Board, at its sole discretion, may add an additional year to such a contract upon the expiration of the first year.

Renewable Contract Certificated Employees

Certificated personnel who may automatically renew their employment with this District for the next school year by giving written notice of acceptance of renewal by July 20th. Only certificated employees that attained renewable contract status prior to January 31, 2011 ~~shall~~ may be employed on a grandfathered renewable contract and shall have the right to continued automatic renewal of their employment contract.

The District shall have the option to grant renewable contract status when it hires a certificated employee who has been on a renewable contract with another Idaho school district. Alternatively, the District can place the certificated employee on a Category A or B contract. A certificated employee hired with previous out-of-state experience shall not be eligible for a renewable contract.

Notice:

1. Category A Certificated Employees
Category A Certificated Employees' contracts ~~is a~~ are limited one year contracts for certificated personnel in their first or greater year(s) of continuous employment with the same school district. Upon a decision by the local school ~~board~~ Board not to reemploy the person for the following year, the certificated employee shall be provided a written statement of reasons for non-reemployment by no later than July 1st.
2. Category B Certificated Employees
Category B Certificated Employees' contracts are limited two year contracts that ~~may~~ be offered at the sole discretion of the Board. Upon the decision by a Board of Trustees not to reemploy the person employed on a Category B contract for the following year, the certificated employee shall be provided a written statement of reason for non-reemployment by no later than July 1st. Category B Certificated

Employees shall, upon written request, be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the District Board.

3. Grandfathered Renewable Contract

The Board shall provide written notification to each person entitled to be employed on a renewable contract by July 1st. All employees on grandfathered renewable contracts must give written notice of acceptance of automatic renewal of contract to the Board no later than July 20th. These dates are specified in the Idaho Code, and may not be altered by contract or agreement. The employee's failure to timely provide written acceptance of renewal of contract may be interpreted by the Board as a declination of the right to automatic renewal or the offer of another contract. Before the Board determines not to renew the contract for the unsatisfactory performance of grandfathered renewable contracted certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following an observation, evaluation, or partial evaluation. The probation shall be preceded by written notice from the Board, or its designee, with the reasons for the probationary period and with provisions for adequate supervision and evaluation of the employees' performance during the probationary period.

4. Superintendents, Principals, and Administrators

The Board shall make a determination as to how long administrators have to sign and return their contracts. If the Board makes no such determination the default time limit shall be twenty-one (21) days after the contract is delivered to the administrator.

Supplemental Contracts

Supplemental Contracts may be for extra days or for extra duties. Extra duty supplemental contracts are for an assignment which is not part of a certificated employee's regular teaching duties. Extra day supplemental contracts are an assignment of days of service in addition to the standard contract length used for the majority of certificated employees of the District.

The Board shall provide the same rights to due process and procedures for extra day supplemental contracts as those provided by the underlying contract (Category A, Category, B, or grandfathered renewable). Written notice of non-reissuance of extra day supplemental contracts should be treated in the same way as notice of non-reissuance of the underlying contract.

Any supplemental contract for extra duties shall be separate and apart from the certificated employee's underlying contract (Category A, B, or grandfathered renewable) and no property rights shall attach and thus there is no process due for non-reissuance. [OPTIONAL - A written notice of non-reissuance of the extra duty supplemental contract with a written statement of reasons may be provided.]

Delivery of Contract

Delivery of a contract may be made only in person or by certified mail, return receipt requested. If delivery is made in person, the delivery must be acknowledged by a signed receipt.

Return of the Contract

A person who receives a proposed contract from the district shall have _____ days (no less than ten days) from the date of delivery to sign and return the contract.

Failure to Accept or Acknowledge

Should a person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board within the designated time period, the Board may declare the position vacant.

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

Legal Reference I.C. § 33-513 Professional Personnel
I.C. § 33-514 Issuance of Annual Contracts – Support programs –
Categories of Contracts – Optional Placement
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-515A Supplemental Contracts

Policy History:

Adopted on:

Revised on:

PERSONNEL

5107

Informal Review

The following events and circumstances create a right allowing the specified employees ~~may to~~ request an ~~informal review~~ Informal Review for the ~~board's~~ Board's decision to not reemploy or reissue an employment contract:

- 1) ~~Category 3 employees~~ Non-reemployment of Category B Contract teachers; and
- 2) An administrative employee reassignment; and
- 3) ~~Non-reissuance of Supplemental Extra-Day Contracts for Category B teachers. A certificated employee on a supplemental contract.~~

The parameters for the ~~informal review~~ Informal Review will be determined by the Board district.

[OPTIONAL]

The request for an ~~informal review~~ Informal Review must be in writing and include a statement explaining the reasoning for disagreement with the ~~board's~~ Board's decision. The statement must not exceed to two pages.

The district will use the following procedure:

- 1) The employee must request, in writing, an ~~informal review~~ Informal Review within 10 days of the date notice of the events creating a right to Informal Review, discussed above ~~non-reemployment~~ is mailed or hand delivered to the employee. The request must be submitted to the ~~board clerk~~ Board Clerk. Failure to request Informal Review within 10 days will result in the employee waiving the right to an Informal Review.
- 2) The employee will be given an opportunity to meet with the ~~board~~ Board in executive session within 15 days of the date that the request for ~~informal review~~ Informal Review is filed and share a statement explaining their disagreement with the ~~board's~~ decision submitted to the Board, or alternately, at the next regularly scheduled Board meeting, as determined by the Board. At the option of the Board, the employee may be permitted to provide the Board with documentation in support of the employee's position. The Board, in its discretion, may limit the amount of time allotted for presentation of any additional information by the employee during the Informal Review.
- 3) The Administration shall have the right to be present during the Informal Review and may respond to the employee's presentation and/or respond to any inquiries by the Board.
- 4) The Board ~~must~~ shall make a decision to uphold the earlier employment decision, or make some other decision regarding the issue(s) raised during the executive session. ~~This~~ Such decision must be made by the Board in open session, identifying the employee by

number or letter (i.e.: “Subsequent to the Informal Review, the Board upholds the prior employment decision regarding employee “A”).

- 5) The ~~board~~ Board ~~will~~ may notify the employee, in writing, of its final decision in the matter within fifteen (15) days of the date of the ~~informal review~~ Informal Review.

The employee does not have the right to be represented by an attorney or a representative of the state teachers’ association, present evidence other than that detailed above and present and/or cross-examine witnesses unless specifically agreed to by the ~~board~~ Board. The ~~board~~ Board may elect to ask questions of the employee or administrator present at the Informal Review, but this does not confer upon the employee the right to ask questions of the ~~board~~ Board or the Administration.

Cross Reference: 5105 Certificated Personnel Reemployment

Legal Reference I.C. § 33-514A Issuance of ~~Limited Annual e~~Contract
 I.C. § 33-515 Issuance of Renewable Contracts
 I.C. § 33-515A Supplemental Contracts

Policy History:

Adopted on:

Revised on:

PERSONNEL

5130

Administrative Leave

Delegation and Limited Use of Unpaid Leave

The Board hereby delegates to the Superintendent and any designee of the Superintendent the Board's authority to place a certificated employee on a period of paid administrative leave/ paid suspension if the Superintendent/designee believes that such action is in the best interest of the District.

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

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

Further, **only** in the circumstance where an employee of the District is in a position where a court order exists preventing the employee from being in the presence of minors or students, and thus unable to perform the essential functions of their job, the Board may place such employee onto a period of unpaid leave of absence.

Legal Reference: I.C. § 33-513 Professional Personnel

Policy History:

Adopted on:

Revised on:

PERSONNEL

5210

Work Day

For purposes of this policy, Work Day for certificated employees is defined as the time an employee is expected to be on the school's premises. The Board and Administration recognize that certificated teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered as part of the Work Day for the purposes of this policy.

~~Work Day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.~~

Length of Work Day – Certified

All conditions pertaining to the certified work day, preparation periods, lunches, etc., are found in the current collective bargaining agreement. Arrival time shall generally be as directed by the principal or as stipulated in the agreement.

OR

The length of a work day for a certified employee shall be ~~seven and one half (7 1/2)~~ _____ () hours for a full-time certified employee. The work day is generally exclusive of lunch and extracurricular assignments, but inclusive of preparation time and assigned duties. ~~Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the current collective bargaining agreement.~~ Arrival time shall generally be one-half (1/2) hour before classes begin or as ~~otherwise~~ directed by the building principal.

~~[Optional]—Other conditions pertaining to certified work day, preparation periods, lunches, etc., are found in the employee handbook approved by the Board of Trustees. Such handbooks may change from time to time and a new handbook will be approved by the Board for each school year.~~

Length of Work Day – Classified

Work Day for classified employees is defined as the length of time of scheduled work for the individual classified employee. No work outside of this time frame is expected, required, or approved.

The length of a classified work day is governed by the number of hours for which the employee is assigned. A “full-time” employee shall be considered to be an eight-(8)-hour per day/forty (40)-hour per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be

PERSONNEL

5220

Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment, and/or transfer of position and duties by the Board and/or Superintendent.

For certificated employees, no employee shall be transferred to a principal's school or newly hired with an assignment to a principal's school without the additional approval of the building's principal, unless a transfer is being made due to shifting student population levels. In a situation where a reassignment and/or transfer is being made due to shifting student population levels, the principal shall be provided with a choice of at least two (2) individuals to be transferred for each position to be filled, unless there is only one (1) individual whose certificates or endorsements qualify them for the position.

Teachers shall be assigned at the levels and in the subjects for which their certificates and endorsements are appropriate and allowable. ~~[are endorsed] [Alternate: appropriate and allowable for the certificates and endorsements they hold].~~ The Superintendent shall provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

Classified Staff

~~The right of assignment, reassignment and transfer shall remain that of the Board and/or Superintendent District. Written notice of a reassignment or involuntary transfer shall be given the employee. [OPTIONAL]: Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent.~~

Teaching

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

~~Provisions governing vacancies, promotions and voluntary or involuntary transfers may be found in negotiated agreements or employee handbooks.~~

~~[OPTIONAL: Note: This option only applies if there is a policy delegating authority to the Superintendent to make reassignment or other employment related decisions.]~~

Classified Staff

The right of assignment, reassignment and transfer shall remain that of the Board and/or Superintendent District. Written notice of a reassignment or involuntary transfer shall be given the employee.

Cross reference:	6100-6100P	Superintendent
	6200	District Organization

Legal Reference	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-524	Principals to Determine New Staffing

Policy History:

Adopted on:

Revised on:

Lakeland Joint School District No. 272

PERSONNEL

5235

Health Examination

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

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

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

the Superintendent or designee may require the employee to secure a physical or mental examination and obtain a written medical certificate clearing the employee for work to be submitted to the Superintendent and may put such employee on a period of paid leave, pursuant to District and State statutory leave requirements, until such time as the examination and clearance to return to work has been obtained. Should such a request ~~be me~~ made:

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

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1202 Eligibility for Certificate

Policy History:

Adopted on:

Revised on:

PERSONNEL

5350

Certified Personnel Resignation (Release from Contract)

Applicants for teaching positions with _____ School District who are issued a contract and employees who are on contract should recognize that their contract with the District carries responsibilities. Certified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Employees (including those employees who have just signed their first contract) will not be released from contract during the school year or within forty-five (45) days of the start of the school year unless a suitable replacement can be found. The Board may make exceptions to this rule for serious health problems or if a replacement can be found to fill the position being vacated.

The Employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The request should be submitted to the District offices so that a search for a suitable replacement can be initiated. The request for release will be submitted to the Board at the time specified by the employee. If finding a replacement is not imminent, the District offices will advise the person submitting the request that the administration will recommend to the Board that the request be denied. The District offices will also give the person making the request the opportunity to hold the request until finding a suitable replacement is imminent at which time the resignation would then be submitted to the Board. (If no time is specified for the request to be submitted to the Board, it will be submitted when the administration feels that finding a suitable replacement is imminent. The person making the request will be advised of that action.)

A determination of availability of a suitable replacement, approved by the building principal as per Idaho Code, will be made by the administration before recommendation will be made to the Board that the employee be released from contract. If, in the judgment of the administration, there is not a suitable replacement, and/or if retention of a new employee is not approved by the building principal, recommendation will be made that the Board NOT release the employee from contract.

~~Should any certificated employee desire release from his/her contract after the first day of July, the board of trustees may at its discretion request a hearing before the professional standards commission, alleging that the certificated employee is guilty of unethical and unprofessional practice~~ abandon the contract of employment with the District without the prior written release from the contract by the Board, the Board of trustees will report such event to the Professional

Standards Commission, alleging that the certificated employee is guilty of unethical practices and has violated the Code of Ethics for Idaho Professional Educators.

[OPTIONAL]: In addition, should any certificated employee abandon the contract of employment with the District without the prior written release from the contract by the Board, the District and/or Board may, in its discretion, pursue any and all available legal remedies, including damages to recoup all losses caused by such breach of contract, including without limitation costs for substitutes, recruiting, loss of state funding, legal fees, etc.

Classified Personnel

Classified Employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

[OPTIONAL]: Any classified personnel who, without approval or without taking leave, does not show up for work for more than _____ consecutive days will be considered to have abandoned his or her position, and shall be deemed to have resigned.

Legal Reference	I.C. § 33-524 I.D.A.P.A. 08-02.02.076.09	Principals to Determine New Staffing Code of Ethics for Idaho Professional Educators
[OPTIONAL]	I.C. § 72-1366	Personal Eligibility Conditions

Policy History:

Adopted on:

Revised on:

PERSONNEL

5400

Leaves of Absence

Sick Leave

Classified employees who regularly work twenty (20) hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of one (1) day as projected for the employment year for each month of service in which he/she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his/her individual employment contract. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” for purposes of sick leave shall mean the employee’s spouse and children residing in the employee’s household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

Accumulation of unused sick leave

Employees may accumulate up to ninety (90) days of unused sick leave. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system.

Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. “Immediate family” for purposes of bereavement leave shall mean _____. The Superintendent shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five (5) days must be approved by the Board. Such leave shall not exceed ten (10) days, ~~unless prescribed by a physician.~~

_____ School District No. ____

PERSONNEL

5405

Proof of Illness for Sick Leave

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

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

Legal Reference: I.C. § 33-1216 Sick and other leave

Policy History:

Adopted on:

Revised on:

PERSONNEL

5410

Family and Medical Leave

In accordance with the provisions of the Family Medical Leave Act of 1993, a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) the birth of a child; 2) the placement of a child for adoption or foster care with the employee; 3) because of a serious health condition that makes the employee unable to perform the functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; or 5) for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in support of a contingency operation the Armed Forces.

An employee is eligible to take FMLA leave if the employee has been employed for at least twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date when the leave is requested, and Further, an employee may only be eligible if there have been at least fifty (50) District employees within a seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year mile radius.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty six (26) weeks of leave in a single twelve (12) month period to care for the service members.

Employees will [OPTIONAL: not] be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will [OPTIONAL: not] be designated FMLA Leave.

The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is: **PICK ONE** 1) July 1 to June 30 or other specific dates; 2) the calendar year; 3) twelve (12) months forward from the date of a particular employee's first FMLA leave; or 4) twelve (12) months backward from the date of FMLA Leave.

Medical certification shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act –
National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181

NOTE: The FMLA applies to all School Districts as they are public agencies, and therefore covered employees under the act. However, depending on the size of the District, District employees may not be eligible employees. This provision policy applies to school districts with fifty (50) or more employees. Those districts with less than fifty (50) employees must comply with notice and record retention but are not obligated to provide the leave as a benefit of any employee's employment.

Policy History:

Adopted on:

Revised on:

PERSONNEL

5410P

Family and Medical Leave Procedure

Who Is Eligible—Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there ~~have been~~ are at least fifty (50) District employees within a ~~seventy-five (75) miles~~ ~~for each working day during twenty (20) or more workweeks in the current or preceding calendar year~~ mile radius.

Benefit—Under certain conditions, eligible employees, if qualified, may be entitled to up to twelve (12) weeks leave with continuing participation in the District's group insurance plan. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty six (26) weeks of leave in a single twelve (12) month period to care for the service members.

Reasons for Taking Leave—Unpaid leave will be granted to eligible employees for any of the following reasons:

- a) to care for the employee's child after birth, or placement ~~of a child~~ for adoption or foster care ~~with the employee;~~ or
- b) to care for the employee's spouse, child, or parent (does not include parents in-law) who has a serious health condition; or
- c) for a serious health condition that makes the employee unable to perform the employee's job; ~~or~~
- d) for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty status, or has been notified of an impending call to active duty status, in support of a contingency operation.

Substitution of Paid Leave—Paid leave will be substituted for unpaid leave under the following circumstances:

- a) Accumulated sick/personal leave will be utilized concurrently with any FMLA leave that is taken for a serious health reason as described in (b) or (c) above.
- b) Accumulated vacation/personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in (a) above.
- c) Accumulated sick leave will be utilized concurrently with FMLA leave whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to District policy ~~or an applicable collective bargaining agreement.~~
- d) Whenever appropriate workers' compensation absences shall be designated FMLA leave.

When ~~Both Parents~~ spouses Are District Employees—If ~~both parents of a child~~ spouses are employed by the District, they each are entitled to a total of twelve (12) weeks of leave per year. However, leave may be granted to only one (1) parent at a time, and only if leave is taken (1) for the birth of a child or to care for the child after birth; (2) for placement of a child for adoption or foster care, or to care for the child after placement; or (3) to care for a parent (but not a parent in law) with a serious health condition. where the reason for the leave is for birth of a child, or because of adoption or foster care, or to care for a sick parent, such leave may be limited to an aggregate of 12 weeks, between the spouse/employees.

Advance Notice—Employees must provide thirty (30) days advance notice when the leave is “foreseeable.” In other situations an employee must give notice as soon as practicable. Leave may be allowed in emergency situations when no advance warning is possible. Inexcusable delays in notifying the District may result in the delay or denial of leave.

Requests—A sick leave request form is to be completed whenever an employee is absent from work for more than three (3) days or when an employee has need to be absent from work for continuing treatment by (or under the supervision of) a health care provider.

Medical Certification—The District will require medical certification to support a request for leave or any other absence because of a serious health condition (at employee expense), and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work statement.

Intermittent/Reduced Leave—FMLA leave may be taken “intermittently or on a reduced leave schedule” under certain circumstances. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the approval of the District. Where FMLA leave is taken to care for a sick family member or for an employee’s own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. An employee may be reassigned to accommodate intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that the District’s payroll system uses to account for absences or use of leave.

Insurance—An employee out on FMLA leave is entitled to continued participation in the appropriate group health plan, but it is incumbent upon the employee to continue paying the usual portion of the premiums the employee usually pays throughout the leave period. An employee’s eligibility to maintain health insurance coverage will lapse if the premium payment is more than thirty (30) days late. The District will mail notice of delinquency at least fifteen (15) days before coverage will cease.

Return—Upon return from FMLA leave, reasonable effort shall be made to place the employee in the original or equivalent position with equivalent pay, benefits, and other employment terms.

Record Keeping—Employees, supervisors and building administrators will forward requests, forms and other material to payroll to facilitate proper record keeping.

Summer Vacation—The period during the summer vacation or other scheduled breaks (i.e., Christmas) an employee would not have been required to work will not count against that employee's FMLA leave entitlement.

SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

Leave More Than Five (5) Weeks Before End of Term—If an instructional employee begins FMLA leave more than five (5) weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

- (a) the leave is at least three (3) weeks; and
- (b) the employee's return would take place during the last three-(3)-week period of the semester term.

Leave Less Than Five (5) Weeks Before End of Term—If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than five (5) weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

- (a) the leave is longer than two (2) weeks; and
- (b) the employee's return would take place during the last two-(2)-week period of the semester term.

Leave Less Than Three (3) Weeks Before End of Term—If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than three (3) weeks before the end of term, the District may require the employee to continue taking leave until the end of the academic term if the leave is longer than five (5) days.

Intermittent or Reduced Leave—Under certain conditions, an instructional employee needing intermittent or reduced leave for more than twenty percent (20%) of the total working days over the leave period may be required by the District to:

- (a) Take leave for a period(s) of particular duration not to exceed the duration of treatment; or
- (b) Transfer to an alternate but equivalent position.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. Family Medical Leave Act --
National Defense Authorization Act for FY 2008 (NDAA), Pub. L. 110-181

Procedure History:

Promulgated on:

Revised on:

_____ School District No. ____

PERSONNEL

5480

Pay for Performance

The District shall have in place a plan for “Pay for Performance” provisions of compensation as such is addressed in Section 33-1004I, Idaho Code and any related provision of the Idaho Administrative Procedures Act, as such may change from time to time.

This plan as such relates to local shares for student achievement growth and excellence shall be developed in consultation with certificated employees of the District. The local share awards identified in any plan presented for Board approval shall be based upon one or more of the criteria specifically enumerated by the Idaho Legislature.

Legal Reference: I.C. § 33-1004I Pay for Performance

Policy History:

Adopted on:

Revised on:

PERSONNEL

5750

Employing Retired Teachers and Administrators

One of the Board's personnel goals is to recruit, select and employ the best qualified personnel to staff the schools within the District. As such, retired employees who leave the District in good standing may be re-employed according to the following guidelines:

1. The District may employ certificated teachers and administrators as ~~“at-will” employees~~ who are receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification. Said employees are hereinafter referred to as “retiree” or “retirees”.
 - a. These employees shall be employed on a Standard Retired Teacher Contract or Standard Retired Administrator Contract form that has been approved by the State Superintendent of Public Instruction.
2. Any employment contract between the District and retirees shall be separate and apart from the collective bargaining agreement or master agreement between the District and the local teacher's association.
3. Retirees employed consistent with this policy and state law shall accrue one (1) day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.
4. The District [will] [will not] {choose one} provide health insurance / life insurance benefits for retirees hired consistent with this policy.
5. The District shall not employ certificated teachers and administrators who receive or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.
6. Retirees who qualify to be rehired are those who have: A) reached the Rule of 90; B) are not participating in the early retirement program; and C) who are retired on or after 62 years of age.
7. Employees hired pursuant to this policy and who are assigned to work in a specific district building will only be hired and placed into the building upon the approval and consent of the building principal as per Idaho Code 33-523.

Legal Reference:

I.C. § 33-1004H	Employing Retired Teachers and Administrators
I.C. § 33-51423	Issuance of Annual Contract Principals to Determine new Staffing
I.C. § 33-513	Professional Personnel
I.C. § 33-1004G	Early Retirement Incentive
I.C. § 33-1271	School Districts Professional Employees Negotiation Agreements
I.C. § 33-1273	School Districts Professional Employees Negotiations
I.C. § 33-1228	Severance Allowance at Retirement
I.C. § 59-1356	Employment of Retired Members

Cross Reference: 5100 Hiring Process and Criteria

Policy History:

Adopted on:

Revised on:

INSTRUCTION

2220

Pre-kindergarten Programs

The District may establish a pre-kindergarten program based on the premise that the District's teachers, support staff, and physical facilities can offer a quality of experiences that cannot be provided by area nursery schools. If it is not possible for the District to provide such a program for all four-year-old children in the District, those children in greatest need will be sought and identified.

The objectives of the program are to:

1. Identify children with incipient problems of a social, emotional, and/or physical nature, regardless of whether they are related to maturational development;
2. Provide an educational experience that will ameliorate or eliminate these problems at an early age, thereby deterring adjustment and/or learning problems from developing in subsequent years;
3. Identify children who do not have facility in the English language and provide experiences that enhance and accelerate the development of such a facility;
4. Identify children who would not otherwise attend a nursery school prior to entering public school and provide them with equal learning opportunities;
5. Provide experiences for the parents of these children through a volunteer aide program whereby they can become oriented to the task of the school and how their role as parents might relate to the task as it affects their children; and
6. Provide learning experiences in early childhood education and child care for high school students through cooperative arrangements with the District high school(s).

If any such program is instituted by the District, such program may be separate and apart from any services provided to pre-kindergarten students under the Individuals with Disabilities Education Act or other special education laws.

Policy History:

Adopted on:

Revised on:

INSTRUCTION

2440

Online Courses and Alternative Credit Options

In addition to regular classroom-based instruction, students may earn credit through the following means.

Virtual/Online Courses

~~Students in grades 7-12 may register with agencies approved by the State Department of Education, such as the Idaho Digital Learning Academy upon recommendation from the school counselor or administrator. Credit from an online or virtual course may be earned only in the following circumstances:~~

- ~~1. The course is not offered at the high school;~~
- ~~2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict;~~
- ~~3. The course will serve as a supplement to extend homebound instruction;~~
- ~~4. The student has been expelled from the regular school setting, but educational services are to be continued; or~~
- ~~5. The principal, with agreement from the student's teachers and parents/guardians, determined the student requires a differentiated or accelerated learning environment;~~
- ~~6. Unless otherwise approved by the principal/designee, students taking such courses must be enrolled in the District and take the courses during the regular school day at the school site.~~
- ~~7. The school must receive an official record of the final grade before credits earned for coursework completed through virtual or online instruction will be recognized.~~

~~As determined by school policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the principal/designee shall be obtained before a student enrolls in a virtual course.~~

The Superintendent is authorized to create a process for students enrolled in secondary schools to register for enrollment in online courses provided by accredited organizations as outlined by statute. At a minimum, such process for registration for online courses shall be accommodated through the District's normal registration process. Any such registration requests shall be made no later than thirty (30) days prior to the end of the term preceding the term in which online enrollment is sought.

The Superintendent is authorized to create a process for approval of student enrollment in online courses where the student's online credits or courses would exceed a total of 50% of credits or

courses in which the student is enrolled for the term. Such permission will be granted at the discretion of the District.

Online courses may be counted as credit toward graduation.

Fractional Daily Attendance for Online Courses

When a student is participating in an online course subject to fractional counting, the student's average daily attendance while participating in such online course shall be counted as if the student was participating in courses provided by the District. Remission of funds to online providers subject to fractional average daily attendance, where applicable, shall follow the requirements of state law and regulation, including any identification of the fraction attributable to online course attendance.

Remission of funds to an online provider will be made within __ days of receipt of funds from the State related to such online course, or identification of the fractional attendance attributable to attendance at such online provider, whichever comes later. [Note: there is no statutory guideline as to when such payment must be made. However, it is recommended that, to avoid claims for failure to pay, a reasonable time frame be chosen, such as 30 days.]

Correspondence Courses

The District will permit a student to enroll in an approved correspondence course from an institution approved by the State Department of Education, in order that such a student may include a greater variety of learning experiences within the student's educational program.

High school students may earn, through correspondence, a maximum of _____ units of academic credit to be applied toward graduation requirements. Only _____ units may be earned during any one (1) school year.

Only courses offered by institutions recognized by the Board will be accepted. The express approval of the principal shall be obtained before the course is taken.

Credit for correspondence courses may be granted provided the following requirements are met:

1. prior permission has been granted by the principal; and
2. the program fits the education plan submitted by the regularly enrolled student;

An official record of the final grade must be received by the school before a diploma may be issued to the student.

Cross Reference: 2700 - 2700P	High School Graduation Requirements
3030	Dual Enrollment
3050	Attendance

Legal Reference: I.C. §33-5501, et seq. Idaho Digital Learning Academy
I.C. §33-1002A Fractional Average Daily Attendance
I.C. §33-1627 Online Courses

Policy History:

Adopted on:

Revised on:

INSTRUCTION

2700P

High School Graduation Requirements

(for student's entering the ninth grade in the fall of 2009 or later)

Publication of Graduation Requirements

Prior to registering for high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

Credits

Students shall be expected to earn a total of _____ semester credits (**Note: A minimum of forty-six semester credits (1 semester equaling 1/2 year) is required**) in order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

The core of instruction is **twenty-nine semester credits**:

Secondary Language Arts and Communication		9 credits
English (language study, composition, literature)	8 credits	
Speech or Debate	1 credit	
Mathematics		6 credits*
Algebra I (or meets Algebra I standards)	2 credits	
Geometry (or meets Geometry standards)	2 credits	
Secondary Mathematics of the student's choice	2 credits	
*(2 credits must be taken in the last year of high school)		
Science		
Secondary Science		6 credits*
*(4 credits shall be laboratory sciences)		
Social Studies		5 credits
Government	2 credits	
US History	2 credits	
Economics	1 credit	
Humanities		2 credits
Interdisciplinary humanities, visual and performing arts, or Foreign language		

Health/Wellness

1 credit

Online Learning Requirement

2 credits

(Effective for all students who enter the ninth grade in the fall of 2012 or later)

Courses shall be from an asynchronous online course, synchronous online course, or blended course at the discretion of the District.

Alternate Plan for Online Learning Requirement

A student who has taken a one (1) credit asynchronous online course and failed to earn the credit may appeal to the District and will be given an opportunity to demonstrate proficiency of the technology content standards. The Superintendent shall develop procedures for an alternate plan for students to demonstrate proficiency of the technology content standards and provide notice of that plan to all students who have not earned the credits to meet the online learning requirement prior to the fall semester of the student's junior year. The alternate plan procedures used to demonstrate proficiency shall be forwarded to the Board for review and adoption. Any changes to the alternate plan must be promptly re-submitted to the Board for review and adoption.

Before entering an alternate plan the student must be:

1. Enrolled in a special education program and have an Individual Education Plan; or
2. Has been identified as eligible to receive services under Section 504 of the Federal Rehabilitation Act of 1973; or
3. Enrolled in a Limited English Proficient program for three (3) academic years or less.

The alternate plan must:

1. Contain multiple measures of student achievement;
2. Be aligned at a minimum to Idaho technology content standards; and
3. Be valid and reliable.

Middle School Credit

If a middle school student completes any required high school course with a grade of C or higher before entering the ninth grade, and if that course meets the same standards that are required in high school, then the student has met the high school content area requirement for such course. However, the student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school.

College Entrance Examination

A student must take one of the following college entrance examinations before the end of the student's eleventh grade year: COMPASS, ACCUPLACER, ACT, or SAT.

A student may elect an exemption in their eleventh grade year from the college entrance exam requirement if the student is:

1. Enrolled in a special education program and has an Individual Education Plan that specifies accommodations not allowed for a reportable score on the approved tests; or
2. Enrolled in a Limited English Proficient program for three (3) academic years or less.

Senior Project

A student shall complete a senior project that includes a research paper and oral presentation by the end of grade twelve.

Idaho Standards Achievement Tests (ISAT)

In addition to obtaining the necessary credits as outlined above, a student will show proficiency on the Idaho Student Achievement Test (ISAT) as defined by State Board of Education rules. Students who do not attain at least a proficient score on the Idaho Student Achievement Test will have the option of appealing to the Board for relief from the ISAT proficiency requirement. Students who choose to appeal must meet the following eligibility requirements:

1. Must be enrolled in a special education program and have a current Individual Education Plan; or
2. Must be enrolled in a Limited English Proficiency Program; or
3. Must be enrolled in the fall semester of the senior year.

The District requires that all students who appeal from relief of the ISAT proficiency requirements must successfully complete an alternative program equivalent to the ISAT requirement approved by the Board in order to graduate.

The District program that students must use to demonstrate that they possess the skills and knowledge necessary to graduate from _____ High School is as follows:

- A. Successfully complete performance measures that are equivalent to the sub skills areas measured in the ISAT, and/or
- B. Successfully complete multiple factors that evaluate academic proficiency and performance of an individual child. These factors should include:
 - Grade point average;
 - Assessment scores including ISAT reading, ISAT math, ISAT language arts, Directing Writing Assessment and/or literacy assessment;
 - Performance assessment measures, as appropriate, or other performance entries included in a student's portfolio;
 - Other professional/institutional evaluations, including end-of-course assessments, senior projects, community service, work experience, attendance and work ethics documented at school site.

The District alternative programs are aligned to state content standards and are based on academic proficiency and performance.

Waiver of Requirement

Graduation requirements generally will not be waived under any circumstances. However, in rare and unique hardship circumstances, the Principal may recommend and the Superintendent may approve minor deviation from the graduation requirements.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, correspondence courses, and online/virtual courses.

Credit for work experience may be offered when the work program is a part of and supervised by the school.

All classes attempted at _____ High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank. Credit shall be awarded only once regardless of repetition of the course.

Honor Roll

A student must have a minimum grade-point average of _____ to be placed on the honor roll. Specific information regarding honors at graduation are included in the student handbook.

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

Early Graduation

~~Seven semester graduate:~~ A student who completes all of the graduation requirements set forth by the District and the State Department of Education prior to the completion of eight semesters of school attendance in grades 9-12 may petition the ~~State Board of Education~~ Superintendent and Board for early graduation by submitting such a petition to the Superintendent through the building principal. The Superintendent shall submit the petition to the Board for endorsement and approval at the end of the quarter preceding the requested graduation date.

- ~~1. Attendance: To be eligible for early graduation, a student must complete seven semesters of school attendance and must have been in attendance in _____ High School prior to the beginning of his/her seventh semester of attendance. During the student's seventh semester of school attendance, the student must be in school for six class hours and must pass five or more subjects during his/her seventh semester of attendance.~~

2. ~~Guidelines: Students should notify the school of their interest to graduate early by the end of their junior year. Approval to enter the seven semester program must be subsequent to a conference of parents, student and school principal. The conference and application should be submitted to the school prior to the last day of the first quarter of the Fall semester.~~
3. ~~Students who stay out of school the Fall semester and attend the Spring semester will be ineligible for athletics during the Spring semester.~~
4. ~~Students graduating on the seven semester program have the average daily attendance for the first semester apply to the second semester, as well as the first, in determining the funding for the educational support program.~~

The Superintendent is authorized to create any procedures necessary to assist students to achieve early graduation as well create incentives for participation in any early graduation program.

[Optional] The District has agreed to participate in the MAPP program, and the Superintendent is authorized to create any procedures necessary to comply with the MAPP Program.

The Superintendent is further authorized to create any procedures necessary for students participating in the Dual Credit for Early Completers program during their senior year of high school. A student participating in the Dual Credit for Early Completers program need not have completed a senior project prior to participating in the program. Attendance for students participating in such programs during the senior year of high school will be counted as normal for public school funding purposes.

~~Participation in graduation ceremonies is a privilege extended to students. Students may be denied the right to participate.~~

Cross Reference: Policy 2710 Alternative Measure to the ISAT
 Policy 2715 Secondary Route to Graduation

Legal Reference: I.C. § 33-1620, *et seq.* Mastery Advancement Pilot Program
 I.C. § 33-1626 Dual Credit for Early Completers
 IDAPA 08.02.01.350 Early Graduation
 IDAPA 08.02.03.105 Graduation from High School
 IDAPA 08.02.03.107 High School Graduation Standards

Procedure History:

Promulgated on:

Revised on:

_____ School District No. ____

STUDENTS

3020P

Enrollment and Attendance Records

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four (4) hours for grades 1 through 12 (1-12) and at least two and one-half (2 ½) hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the District.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Student attending school in another state bordering the student's resident district shall be counted for purposes of ADA. Students for whom no Idaho school district is a home district shall not be counted for purposes of ADA. Funding for districts is based on ADA and must be accurate.

Attendance Accounting:

Days present and absent for every student are to be recorded in each building for the purpose of informing parents of a student's attendance record.

Fractional Average Daily Attendance

Beginning in fiscal year 2013, fractional counting will apply to students enrolled in more than one school district or public charter school, or who are enrolled in one or more online courses where the _____ School District is not the content provider.

For those students attending more than one district or public charter school, the student's daily attendance shall be counted based on the portion of the student's daily attendance at the _____ School District. Absent any rule to the contrary, the District will count the student's attendance based on the number of periods attended in the District over the total number of periods the student is taking during the day.

For those students taking online courses subject to fractional counting, and whose home district is the _____ School District, daily attendance shall be counted as if the student attended the _____ School District for a full day. Within 30 days of the date that the State Department of Education identifies the fraction of attendance attributable to online classes, and furnishes a dollar amount attributable to such fractional attendance, the _____ School District will remit payment to the online content provider as provided by law. Such timing may be modified at the discretion of the Board or the Board's designee.

Cross Reference: 2440 Online Courses and Alternative Credit Options

Legal Reference: I.C. § 33-1001 Definitions
I.C. § 33-1002E Pupils attending school in another state
I.C. § 33-1002A Fractional average daily attendance
IDAPA 08.02.01.250.05 Day of Attendance (ADA) – Grades One Through
Twelve (1-12)
IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in
Attendance
IDAPA 08.02.01.250.04 Day of Attendance - Kindergarten

Procedure History:

Promulgated on:

Revised on:

Concussion Guidelines

Many students within _____ School District, No. ____ participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.
4. **[Optional]** As part of any required pre-athletic league or sport participation medical examination or physical, the medical provider performing the examination shall check for signs of previous concussions. Such medical provider shall indicate whether signs of previous concussions are indicated, and whether the student should or should not be allowed to participate in the school athletic league or sport.

5. **[Optional]** The athlete will be required to obtain a pre-season baseline concussion (or similar) test before being allowed to participate in a school athletic league or sport. Such test must be performed at least once annually and shall be at the student's expense. The District must be provided with written confirmation that the test was completed by a qualified and trained health care professional, though the results of the testing shall not be provided to the District.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right" or is "feeling down"

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician's assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference: I.C. § 33-1625 Youth athletes – concussion and head injury guidelines
Title 54, Chapter 18 Idaho Code

Other Reference: <http://www.idhsaa.org/concussions/default.asp>
<http://www.cdc.gov/concussion/sports/index.html>
<http://www.cdc.gov/concussion/sports/recognize.html>

Policy History:

Adopted on:

Revised on:

School District No. _____

STUDENTS

3505F1

ACKNOWLEDGMENT OF RECEIPT OF CONCUSSION GUIDELINES

Parent's/Guardian's Signature

I, (print name) _____, acknowledge that I am the parent or guardian of the student (below), that I have received from the District information related student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy 3505, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and hereby agree to waive all liability against _____ School District, No. _____, its employees, agents, and trustees, related to any injury or damages that my student may experience or incur as a result of participation in such school athletics leagues or sports.

Signature Date

Student's Signature

I, (print name) _____, acknowledge that I am a student of _____ School District, No. _____, or otherwise am allowed to participate in school athletics leagues or sports, that I have received from the District information related student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy 3505, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and accept the risk of the potential consequences of such dangers.

Signature Date

NOTE: Both signature lines must be filled in and this form must be provided to the District prior to the student athlete participating in any school athletic leagues or sports.

Policy History:
Adopted on:
Revised on:

School District No. ____

STUDENTS

3505F2

AUTHORIZATION TO RETURN TO PLAY OR PARTICIPATE IN STUDENT SPORTS

I hereby state that I am a:

____ Physician licensed pursuant to chapter 18, title 54, Idaho Code.

____ Physician's assistant licensed pursuant to chapter 18, title 54, Idaho Code.

____ Advanced practice nurse licensed under section 54-1409, Idaho Code.

____ A licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician licensed under chapter 18, title 54, Idaho Code. My directing physician is _____, and his/her license number is _____, and address is _____.

I further state that I have met with _____ (hereinafter referred to as "student athlete") to evaluate the student athlete for a concussion. I have discussed with the student athlete the potential ramifications of continuing to play sports after having received a concussion or exhibiting concussion like symptoms. I am satisfied that the student athlete can return to play and/or participate in school athletic leagues or sports without significant likelihood of danger or injury, and I therefore authorize student athlete to return to play and/or participation in school athletic leagues or sports.

Signature Date License No.

Address

Signature of Directing Physician Date
(if signed by a Licensed Health
Care Professional)

Policy History:
Adopted on:
Revised on:

PERSONNEL

5105

Certificated Personnel Reemployment

Definitions:

Non-Renewable Contract Certificated Employees

Non-renewable contracts shall be issued at the sole discretion of the Board.

Category A Certificated Employees—certificated personnel hired on a limited one-year contract as provided in I.C. § 33-514.

Category B Certificated Employees—certificated personnel in the fourth or greater years of continuous employment within the same school district as provided in I.C. § 33-514 and who, at the sole discretion of the Board, are eligible to be offered a limited two (2) year contract. The Board, at its sole discretion, may add an additional year to such a contract upon the expiration of the first year.

Renewable Contract Certificated Employees

Certificated personnel who may automatically renew their employment with this District, for the next school year, by giving written notice of acceptance of renewal by July 20th. Only certificated employees that attained renewable contract status prior to January 31, 2011 may be employed on a grandfathered renewable contract and shall have the right to continued automatic renewal of their employment contract.

The District shall have the option to grant renewable contract status when it hires a certificated employee who has been on a renewable contract with another Idaho school district. Alternatively, the District can place the certificated employee on a Category A or B contract. A certificated employee hired with previous out-of-state experience shall not be eligible for a renewable contract.

Notice:

1. **Category A Certificated Employees**
Category A Certificated Employees' contracts are limited one year contracts for certificated personnel in their first or greater year(s) of continuous employment with the same school district. Upon a decision by the local school Board not to reemploy the person for the following year, the certificated employee shall be provided a written statement of reasons for non-reemployment by no later than July 1st.
2. **Category B Certificated Employees**
Category B Certificated Employees' contracts are limited two year contracts that may be offered at the sole discretion of the Board. Upon the decision by a Board of Trustees not to reemploy the person employed on a Category B contract for the following year, the certificated employee shall be provided a written statement of reason for non-reemployment by no later than July 1st. Category B Certificated

Employees shall, upon written request, be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the Board.

3. Grandfathered Renewable Contract

The Board shall provide written notification to each person entitled to be employed on a renewable contract by July 1st. All employees on grandfathered renewable contracts must give written notice of acceptance of automatic renewal of contract to the Board no later than July 20th. These dates are specified in the Idaho Code, and may not be altered by contract or agreement. The employee's failure to timely provide written acceptance of renewal of contract may be interpreted by the Board as a declination of the right to automatic renewal or the offer of another contract. Before the Board determines not to renew the contract for the unsatisfactory performance of grandfathered renewable contracted certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following an observation, evaluation, or partial evaluation. The probation shall be preceded by written notice from the Board, or its designee with the reasons for the probationary period and with provisions for adequate supervision and evaluation of the employees' performance during the probationary period.

4. Superintendents, Principals, and Administrators

The Board shall make a determination as to how long administrators have to sign and return their contracts. If the Board makes no such determination the default time limit shall be twenty-one (21) days after the contract is delivered to the administrator.

Supplemental Contracts

Supplemental Contracts may be for extra days or for extra duties. Extra duty supplemental contracts are for an assignment which is not part of a certificated employee's regular teaching duties. Extra day supplemental contracts are an assignment of days of service in addition to the standard contract length used for the majority of certificated employees of the District.

The Board shall provide the same rights to due process and procedures for extra day supplemental contracts as those provided by the underlying contract (Category A, Category, B, or grandfathered renewable). Written notice of non-reissuance of extra day supplemental contracts should be treated in the same way as notice of non-reissuance of the underlying contract.

Any supplemental contract for extra duties shall be separate and apart from the certificated employee's underlying contract (Category A, B, or grandfathered renewable) and no property rights shall attach and thus there is no process due for non-reissuance. [OPTIONAL - A written notice of non-reissuance of the extra duty supplemental contract with a written statement of reasons may be provided.]

Delivery of Contract

Delivery of a contract may be made only in person, ~~or~~ by certified mail, return receipt requested, or electronically, return receipt requested. If delivery is made in person, the delivery must be acknowledged by a signed receipt.

Return of the Contract

A person who receives a proposed contract from the district shall have _____days [no less than ten days] from the date of delivery to sign and return the contract.

Failure to Accept or Acknowledge

Should a person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board within the designated time period, the Board or its designee may declare the position vacant.

Cross Reference:	Policy 5340	Evaluation of Certificated Personnel
	Policy 6100	Superintendent
Legal Reference	I.C. § 33-513	Professional Personnel
	I.C. § 33-514	Issuance of Annual Contracts – Support programs – Categories of Contracts – Optional Placement
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-515A	Supplemental Contracts

Policy History:

Adopted on:

Revised on:

PERSONNEL

5340

Evaluation of Certificated Personnel

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals. ~~The procedures outlined in this policy apply~~ to certificated personnel.

Each certificated staff member shall receive at least one (1) written evaluation to be completed by no later than ~~January 31~~ **March 1** for each annual contract year of employment.

Objectives

The formal performance evaluation system is designed to:

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

Responsibility

The **Superintendent**, or the Superintendent's designee, shall have the overall responsibility for the administration and monitoring of the Performance Evaluation Program and will ensure the fairness and efficiency of its execution, including:

- Distributing proper forms in a timely manner.

- Ensuring completed forms are returned for filing by a specified date.
- Reviewing forms for completeness.
- Identifying discrepancies.
- Ensuring proper safeguard and filing of completed forms.
- Creating a plan for ongoing training for evaluators and teachers on the District's evaluation standards, forms, and process. The plan will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action.
- Creating a plan for ongoing review of the District's Performance Evaluation Program that includes stakeholder input from teachers, Board members, administrators, and other interested parties.
- Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action.

The **Immediate Supervisor** (Evaluator) is the employee's "evaluator" and has the responsibility for:

- Continuously observing and evaluating an employee's job performance.
- Holding periodic counseling sessions with each employee to discuss job performance.
- Completing Performance Evaluation Forms as required.

Procedures

Evaluation Form: An Evaluation Form will be completed for each certificated employee. A copy will be given to the employee. The original will be retained by the immediate supervisor. This form should be reviewed annually and revised as necessary to indicate any significant changes in duties and/or responsibilities. The form is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the immediate supervisor (evaluator) and the employee as to the job description and major performance objectives.

Periodic classroom observations will be included in the evaluation process.

The evaluation form will identify the sources of data used in conducting the evaluation.

The evaluation form will include a section for input received from parents or guardians. Parental or guardian input forms will be made available on the main District webpage. The Board shall determine the manner and weight of parental input on the evaluation form.

At least fifty percent (50%) of the evaluation will be based on objective measures of growth in student achievement as determined by the Board. The Board has selected the following as the District's measure(s) of growth in student achievement for evaluating certificated staff:

The evaluation form will be aligned with minimum State standards and based upon Charlotte Danielson's Framework for Teaching and will include, at a minimum, the following general criteria upon which the performance evaluation system will be based:

- Planning and Preparation
 - Demonstrating Knowledge of Content and Pedagogy
 - Demonstrating Knowledge of Students
 - Setting Instructional Goals Outcomes
 - Demonstrating Knowledge of Resources
 - Designing Coherent Instruction
 - Designing Student Assessments
- Classroom Learning Environment
 - Creating an Environment of Respect and Rapport
 - Establishing a Culture for Learning
 - Managing Classroom Procedures
 - Managing Student Behavior
 - Organizing Physical Space
- Instruction and Use of Assessment
 - Communicating with Students
 - Using Questioning and Discussion Techniques
 - Engaging Students in Learning
 - Using Assessment in Instruction
 - Demonstrating Flexibility and Responsiveness
- Professional Responsibilities
 - Reflecting on Teaching
 - Maintaining Accurate Records
 - Communicating with Families
 - Participating in a Professional Community
 - Growing and Developing Professionally
 - Showing Professionalism

Counseling Sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how he/she has performed to date. In the case of derogatory comments, the employee should be informed of the steps necessary to improve performance to the desired level. Counseling sessions should

include, but not be limited to, the following: job responsibilities, performance of duties, and attendance. A memorandum for record will be prepared following each counseling session and maintained by the supervisor.

Meeting with the Employee

Each evaluation shall include a meeting with the affected employee. At the scheduled meeting with the employee, the supervisor will:

- Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
- Allow the employee to make any written comments he/she desires. Inform the employee that he/she may turn in a written rebuttal of any portion of the evaluation within seven (7) days and outline the process for rebuttal. Have the employee sign the evaluation form indicating that he/she has been given a copy and initial after supervisor's comments.

No earlier than seven (7) days following the meeting, if the supervisor has not received any written rebuttal, the supervisor will forward the original evaluation form in a sealed envelope, marked Personnel-Evaluation Form to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

Rebuttals

Within seven (7) days from the date of the evaluation meeting with their supervisor the employee may file a written rebuttal of any portion of the evaluation form. The written rebuttal shall state the specific content of the evaluation form with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation form requested.

If a written rebuttal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal. Subsequent to these activities, and within a period of ten (10) working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

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

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

Action

Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Legal Reference: I.C. § 33-514 Issuance of Annual Contracts – Support programs –
Categories of Contracts – Optional Placement – Written
Evaluation
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-518 Employee Personnel Files
IDAPA 08.02.02.120 Local District Evaluation Policy

Policy History:

Adopted on:

Revised on:

PERSONNEL

5400

Leaves of Absence

The Board has the authority to grant any employee's request for a leave of absence. The Board may also delegate this authority to a designee. If the Board delegates this authority it shall ratify or nullify the action regarding the request for a leave of absence at the next regularly scheduled meeting or at a special meeting should the next regularly scheduled board meeting not be within a period of twenty-one (21) days from the date of such action.

Involuntary Leave or Suspension

The Board has the authority to place an employee of the District on a period of involuntary unpaid leave of absence or unpaid suspension if the employee has a court order preventing them from being in the presence of minors, students, or any other employee assigned to the same building due to the employee's inability to perform the essential functions of their position. The Board may also delegate this authority to a designee. If the Board delegates this authority it shall ratify or nullify the action regarding the request for a leave of absence at the next regularly scheduled meeting or at a special meeting should the next regularly scheduled board meeting not be within a period of twenty-one (21) days from the date of such action.

Sick Leave

Classified employees who regularly work twenty (20) hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of one (1) day as projected for the employment year for each month of service in which he/she works a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his/her individual employment contract. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. “Immediate family” for purposes of sick leave shall mean the employee's spouse and children residing in the employee's household. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

Accumulation of unused sick leave

Employees may accumulate up to ninety (90) days of unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by the District to the public employee retirement system.

Bereavement Leave

An employee who has a death in the immediate family shall be eligible for bereavement leave. "Immediate family" for purposes of bereavement leave shall mean _____. The Superintendent shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five (5) days must be approved by the Board. Such leave shall not exceed ten (10) days.

Personal and Emergency Leave

Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

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

Legal Reference:	42 USC 2000(e)	Equal Employment Opportunities
	I.C. § 33-513	Professional personnel
	I.C. § 33-1216 <i>et seq.</i>	Sick and other leave
	I.C. § 33-1228	Severance allowance at retirement

Policy History:

Adopted on:

Revised on:

PERSONNEL

5740

Reduction in Force

It is recognized that the Board has the responsibility to maintain good public elementary and secondary schools and to implement the educational interest of the state, consistent with state and federal educational requirements, including District and school attainment of Adequate Yearly Progress, improvement plans, accreditation requirements, and other school-based issues. However, recognizing also that it may become necessary to eliminate certificated staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such elimination become necessary.

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

- a. Decreases in student enrollment
- b. Changes in curriculum
- c. Financial conditions or limitations of the District

The need for implementation of a Reduction in Force and/or the elimination of certificated positions is left to the sole discretion of the Board provided however, that no such decision shall be made until after completion of the written evaluation for each certificated staff member.

The Board may choose to implement a RIF through:

- a. the elimination of an entire program or portions of programs;
- b. the elimination of positions in certain grade levels only;
- c. the elimination of positions by category;
- d. the elimination of positions in an overall review of the District;
- e. the elimination of positions through other considerations and implementation decisions;
- f. the elimination of a portion or percentage of a position(s) or any combination of the above.

Legal Reference: § I.C. 33-514 Issuance of Annual Contracts
 § I.C. 33-515 Issuance of Renewable Contracts
 § I.C. 33-522 Reductions in Force

Policy History:

Adopted on:

Revised on:

ADMINISTRATION

6100

Superintendent

Duties and Authorities

The Superintendent is the District’s executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid superintendent’s endorsement.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with the District’s mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses, as well as performance areas needing improvement.

At least fifty percent (50%) of the evaluation will be based on objective measures of growth in student achievement as determine by the Board. The Board has selected the following as the District’s measure(s) of growth in student achievement for evaluating the Superintendent:

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent.

Legal Reference: I.C. § 33-513 Professional personnel
Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-BLW, 2006
U.S. Dist. Ct. LEXIS 52243

Policy History:

Adopted on:

Revised on:

ADMINISTRATION

6320

Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. For building based school administrators such evaluation, except for that of the Superintendent, will include a section for input received from parents or guardians. Parental or guardian input forms will be made available on the main District webpage. The Board shall determine the manner and weight of parental input on the evaluation.

At least fifty percent (50%) of the evaluation will be based on objective measures of growth in student achievement as determine by the Board. The Board has selected the following as the District’s measure(s) of growth in student achievement for evaluating administrative staff:

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within a reasonable time ___ days following the conference.

Cross Reference: 6300

Duties and Qualifications of Administrative Staff Other Than Superintendent

Legal Reference: I.C. § 33-513
I.C. § 33-518

Professional Employees
Employee Personnel Files

Policy History:

Adopted on:

Revised on:

_____ Charter School

FINANCIAL MANAGEMENT

7250

Fund Accounting System (GASB Statement 54)

To enhance the usefulness of fund balance information the Charter School will provide clear fund balance classifications and use fund type definitions consistently.

The policy is designed to encourage consideration of unanticipated events that could adversely affect the financial condition of the Charter School and jeopardize the continuation of necessary public services. The Charter School should maintain adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

Fund Types

The accounts of the Charter School are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The following funds are maintained by the Charter School:

- **The General Fund** is used to account for all financial resources not accounted for and reported in another fund.
- **Special Revenue Funds** are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
- **Debt Service Funds** are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.
- **Capital Projects Funds/Plant Facilities Funds** are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.
- **Permanent Funds** are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Charter School's purposes.

Note: The above list is not comprehensive and the Charter School may have other funds such as an Activities Fund.

[INSERT YOUR OTHER FUNDS HERE]

Fund Balance Reporting in Governmental Funds

The following definitions will be used in reporting activity in governmental funds across the Charter School. The Charter School may or may not report all fund types in any give reporting period, based on actual circumstances and activity.

- **Non-spendable Fund Balance**

Includes amounts that cannot be spent because they are either:

- (a) Not in spendable form; or
- (b) Legally or contractually required to be maintained intact.

- **Restricted Fund Balance**

Includes amounts that can be spent only for the specific purposes stipulated by Charter School policy, external resource providers, or through federal regulations or State laws or rules.

- **Committed Fund Balance**

Includes amounts that can be used only for the specific purposes determined by a formal action of the Board.

- **Assigned Fund Balance**

Includes amounts intended to be used by the Charter School for specific purposes, but do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The Board delegates to the Principal or designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

- **Unassigned Fund Balance**

Includes the residual classification for the Charter School's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Prioritization of Fund Balance Use

The Board's primary role in adopting this policy is to identify the order of spending unrestricted resources and to acknowledge that the Board is the ultimate decision making authority with regard to committing balances upon recommendation of the Principal or designee.

If the Board chooses not to adopt a policy addressing the order of spending, the default approach of reducing committed, then assigned, then unassigned fund balances will be used.

Guidelines

Classifying Fund Balance Amounts

Fund balance classifications depict the nature of the net resources that are reported in a fund. An individual fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance Reporting

Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth above.

[Optional]

Minimum Unassigned Fund Balance

The Charter School will maintain a minimum unassigned fund balance in its General Fund ranging from [15] percent to [20] percent of **[the subsequent year's budgeted expenditures and outgoing transfers]**. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

Note: These percentages may be adjusted to meet Charter School needs.

Replenishing deficiencies - when fund balance falls below the minimum range, the Charter School will replenish shortages/deficiencies using the budget strategies and timeframes described below.

The following budgetary strategies shall be utilized by the Charter School to replenish funding deficiencies:

- The Charter School will reduce recurring expenditures to eliminate any structural deficit; or
- The Charter School will increase revenues or pursue other funding sources; or
- Some combination of the two options above.

Minimum fund balance deficiencies shall be replenished within the following time periods:

- Deficiency resulting in a minimum fund balance between [12.5] percent and [15] percent shall be replenished over a period not to exceed one year.

- Deficiency resulting in a minimum fund balance between [10] percent and [12.5] percent shall be replenished over a period not to exceed three years.
- Deficiency resulting in a minimum fund balance of less than [10] percent shall be replenished over a period not to exceed five years.

Surplus fund balance - Should unassigned fund balance of the General Fund ever exceed the range, the Charter School will consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing, or other recurring expenditures.

Implementation and Review

The Board authorizes the Principal to establish any standards and procedures which may be necessary for its implementation. The Principal shall review this policy and any procedures regarding its implementation at least annually and make any recommendations for changes to the Board.

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School Charter School
 I.C. § 33-901 et seq. School Funds
 Governmental Accounting Standards Board (“GASB”) Statement No. 54

Policy History:
 Adopted on:
 Revised on:

District-Provided Access to Electronic Information, Services, and Networks

General

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

In order for the District to be able to continue to make its computer network and Internet access available, all users, including students must take responsibility for appropriate and lawful use this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. The purpose of the program is to increase students' knowledge of safe practices for internet use.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

1. **Educational Purposes Only.** All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no

expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
- A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy, local, state, or federal law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - C. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual.
 - D. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - E. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
 - F. Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term “harmful to minors” is defined in Section 18-1514(6), Idaho Code as meaning one or both of the following:

- The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - Intimate sexual acts, normal or perverted, actual or simulated; or
 - Masturbation, excretory functions or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political or scientific value for minors, according to prevailing standards in the

adult community, with respect to what is suitable for minors.

- The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

Internet Filtering

Filtering is only one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

- Nudity/ pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- Crime – information of performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy)
- Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug.
Exception: material with valid-educational use
- Tastelessness – images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context
- Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- Discrimination/Intolerance – Material advocating discrimination (e.g., racial or religious intolerance), sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or words
- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Body Modification – sites containing content on tattooing, branding, cutting, etc.
- Judgment Calls – whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable

material)

Filtering should also be used in conjunction with:

- Educating students to be “Net-smart;”
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using “Acceptable Use Agreements;”
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The system administrator and/or building principal shall monitor student Internet access.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District’s computer system and/or Internet Service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school’s initiating an investigation of a

user's use of his/her access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access to the school's internet system and computers will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. Actions which violate local, state or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Superintendent shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the requirements of federal law, state law and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

PERSONNEL

5330

Employee Use of Electronic Communication and Entertainment Devices

The Board recognizes that there are occasions when a district employee may have a legitimate educational need to use electronic communication. Employee use of electronic communication and electronic devices may interfere with or disrupt the educational process and distract personnel from their job responsibilities. Additionally, employee use of social networking and other Internet or electronic communication may interfere with the employee's professional relationships with students, parents and members of the community. The Board will have a procedure in regard to employee use of electronic communication and electronic devices. Violations of this policy may result in disciplinary action up to and including termination.

Employee Use Of Electronic Communication And Entertainment Devices

- Professional Communications

All employees are assigned an email account for work-related correspondence and are expected to sign a computer/internet use agreement governing the use of electronic equipment and media. Employees are prohibited from having improper or inappropriate communication with students, or parents regarding a student, from either school or a personal e-mail account. Employees are prohibited from publicly discussing student information on any social networking program, including, but not limited to, Facebook, MySpace, Twitter, YouTube, Wiki, Flickr, blogs, or similar means. Employees are discouraged from participating in all unnecessary student communication by use of the employee's personal e-mail or social networking accounts(s), and are required to immediately report to their administrator any personal or student communication that creates any concerns regarding the content of that communication. Inappropriate electronic, or other, communication with a student using a computer or other mobile electronic device is a violation of the Code of Ethics for Idaho Professional Educators and may result in disciplinary action.

- Use of Personal Electronic Devices at School

Personnel are required to limit their use of electronic communication and electronic devices to emergencies or during authorized breaks. Such devices are prohibited from being used during instructional time unless the specific use is consistent with the lesson plan being presented or within the scope of the job responsibilities.

Definition

“Electronic communication and mobile electronic devices” shall include, but not be limited to, personal cell phones, Smart phones, iPads, iPods, and other similar devices without regard to the commercial name or manufacturer of the device.

Communications with Students

Any communication between a district employee and a student via telecommunications, text messages, e-mails, and/or any other medium, including social media, must be appropriate in content and tone. Employees who engage in such communications with students are expected to act professionally. Any communications with students may be subject to review by the district. Employees should not make any statements or forward information that could reasonably be perceived to be:

1. In violation of federal or state laws, code of ethics, or district policies
3. Obscene, vulgar, or inappropriate in content
3. Harmful to a student
4. Disruptive of the educational process
5. In violation of FERPA and other confidentiality requirements

In the event an employee receives any communication from a student that the employee believes is inappropriate in nature, the employee has an obligation to report such communication to the building administrator or designee. At the discretion of the administration, employees may be required to copy all communication with the students to the administrator or designee.

Social Networking

The board recognizes that some employees may engage in social networking for personal purposes, whether through sites such as Facebook, LinkedIn, MySpace, Twitter, etc. or have a public presence on the Internet through web tools such as blogs, wikis, video channels, etc. While such activities are not part of the employee’s work responsibilities, employees may communicate with and/or be identified with patrons, parents, and students of the district. Employees are expected to comply with the following guidelines:

1. An employee shall not post confidential or proprietary information about the District, its employees, students, agents or others.
2. An employee shall not use the District logos, images, iconography, etc. on personal social media sites.

3. An employee shall not use the District name to promote a product, cause or political party or political candidates.
4. Information posted by an employee must comply with the state and federal laws, code of ethics, and district policies.
5. An employee should always present himself/herself in a professional manner and exercise good judgment relative to any information he/she posts or any sites linked to her/her social networking site, blog, wiki, etc.
6. An employee must recognize that statements or innuendo publicly displayed on the Internet may have negative ramifications on that individual's position as a role model for students of the district.

If the employee posts information that demonstrates the employee has engaged in conduct in violation of applicable federal and state law, code of ethics, or district policies, the district may take disciplinary action up to and including termination.

Legal Reference: Idaho Code Section 33-512 Idaho Code of Ethics

Policy History:

Adopted on: December 12, 2011

Revised on:



Brook Cunningham <bcunningham@lakeland272.org>

FW: Electronic Use Policies

Chad Parson <cparson@lakeland272.org>
To: Brook Cunningham <bcunningham@lakeland272.org>

Mon, Jul 9, 2012 at 10:51 AM

Brook,

I looked these over and they looked fine.

I would just add the part about guest wireless (removed some part since we don't know exact procedure on generating passwords yet):

Wireless Guest Network

The district wireless network is an extension of the district network and may be accessed by using the Guest user ID and password, ~~which is generated daily by the District Service Center Information Systems.~~ This password will be emailed to each building administrator, or designee, and it is the building administration that will control giving out the password.

By using the district wireless network the user agrees to the following:

- This wireless network will only have access to the Internet and not allow connection to any district or school server(s), printer, or other peripheral device.
- All Internet usage will be filtered and logged according to Network Filtering.
- No technical support will be provided to make a device work on the guest network.

This is the appliance we are going to have that will do the Guest Wireless:

<http://www.lightspeedsystems.com/pdf/Guest-Wireless-Filter-Setup.pdf>

We may not have it set up for "Guests" until next summer but could be as soon as December.

Thanks,

Chad T Parson, Technology Support

Lakeland Joint School District 272
15601 N. Hwy. 41
Rathdrum ID 83858
Phone: 208-687-4350 Cell: 208-691-0552
cparson@lakeland272.org

From: Brook Cunningham [mailto:bcunningham@lakeland272.org]
Sent: Friday, June 29, 2012 10:27 AM
To: Chad Parson
Subject: Electronic Use Policies

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Brook A. Cunningham, Clerk of the Board

Lakeland Joint School District No. 272



PO Box 39, Rathdrum, ID 83858

208-687-0431 (voice)

208-687-1884 (fax)

committed to academic excellence ... dedicated to student success

2 attachments

 **3270.DOC**
52K

 **5330.DOC**
33K



Brook Cunningham <bcunningham@lakeland272.org>

RE: Electronic Use Policies

Chad Parson <cparson@lakeland272.org>
To: Brook Cunningham <bcunningham@lakeland272.org>

Mon, Jul 2, 2012 at 9:49 AM

Brook,

I will look over these polices with Greg hopefully on Thursday (if he shows up).

If you want the board to read over some sample Guess wireless access here is one:

<http://www.meridianschools.org/Community/PolicyManual/Documents/1000/p100130.pdf>

It is towards the end of that document and pretty basic but probably covers ok.

I think we might as well put it in now. It may be active in January or it may wait to the following year but better to have a policy early then too late.

Thanks,

Chad T Parson, Technology Support
Lakeland Joint School District 272
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Rathdrum ID 83858
Phone: 208-687-4350 Cell: 208-691-0552
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District-Provided Access to Electronic Information, Services, and Networks

General

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

In order for the District to be able to continue to make its computer network and Internet access available, all users, including students must take responsibility for appropriate and lawful use this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. The purpose of the program is to increase students' knowledge of safe practices for internet use.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

1. **Educational Purposes Only.** All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no

expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy, local, state, or federal law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - C. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual.
 - D. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - E. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
 - F. Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

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- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term “harmful to minors” is defined in Section 18-1514(6), Idaho Code as meaning one or both of the following:

- The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - Intimate sexual acts, normal or perverted, actual or simulated; or
 - Masturbation, excretory functions or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political or scientific value for minors, according to prevailing standards in the

adult community, with respect to what is suitable for minors.

- The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

Internet Filtering

Filtering is only one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

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material)

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- Educating students to be “Net-smart;”
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user's use of his/her access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access to the school's internet system and computers will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. Actions which violate local, state or federal law may be referred to the local law enforcement agency.

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The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

PERSONNEL

5330

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Personnel are required to limit their use of electronic communication and electronic devices to emergencies or during authorized breaks. Such devices are prohibited from being used during instructional time unless the specific use is consistent with the lesson plan being presented or within the scope of the job responsibilities.

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1. In violation of federal or state laws, code of ethics, or district policies
3. Obscene, vulgar, or inappropriate in content
3. Harmful to a student
4. Disruptive of the educational process
5. In violation of FERPA and other confidentiality requirements

In the event an employee receives any communication from a student that the employee believes is inappropriate in nature, the employee has an obligation to report such communication to the building administrator or designee. At the discretion of the administration, employees may be required to copy all communication with the students to the administrator or designee.

Social Networking

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2. An employee shall not use the District logos, images, iconography, etc. on personal social media sites.

3. An employee shall not use the District name to promote a product, cause or political party or political candidates.
4. Information posted by an employee must comply with the state and federal laws, code of ethics, and district policies.
5. An employee should always present himself/herself in a professional manner and exercise good judgment relative to any information he/she posts or any sites linked to her/her social networking site, blog, wiki, etc.
6. An employee must recognize that statements or innuendo publicly displayed on the Internet may have negative ramifications on that individual's position as a role model for students of the district.

If the employee posts information that demonstrates the employee has engaged in conduct in violation of applicable federal and state law, code of ethics, or district policies, the district may take disciplinary action up to and including termination.

Legal Reference: Idaho Code Section 33-512 Idaho Code of Ethics

Policy History:

Adopted on: December 12, 2011

Revised on:



Brook Cunningham <bcunningham@lakeland272.org>

RE: Electronic Use Policies

Chad Parson <cparson@lakeland272.org>
To: Brook Cunningham <bcunningham@lakeland272.org>

Mon, Jul 2, 2012 at 9:49 AM

Brook,

I will look over these polices with Greg hopefully on Thursday (if he shows up).

If you want the board to read over some sample Guess wireless access here is one:

<http://www.meridianschools.org/Community/PolicyManual/Documents/1000/p100130.pdf>

It is towards the end of that document and pretty basic but probably covers ok.

I think we might as well put it in now. It may be active in January or it may wait to the following year but better to have a policy early then too late.

Thanks,

Chad T Parson, Technology Support
Lakeland Joint School District 272
15601 N. Hwy. 41
Rathdrum ID 83858
Phone: 208-687-4350 Cell: 208-691-0552
cparson@lakeland272.org

From: Brook Cunningham [mailto:bcunningham@lakeland272.org]
Sent: Friday, June 29, 2012 10:27 AM
To: Chad Parson
Subject: Electronic Use Policies

Brook A. Cunningham, Clerk of the Board

Lakeland Joint School District No. 272



PO Box 39, Rathdrum, ID 83858

208-687-0431 (voice)

208-687-1884 (fax)

committed to academic excellence ... dedicated to student success

1 Joint School District No. 2, Meridian

2
3 SCHOOL - COMMUNITY RELATIONS

4
5 Series 1000

6
7 Policy Title Network, Computer, Electronic Code No. 1001.30
8 Information Systems, and Internet Usage
9

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21 and communication. Joint School District No. 2 will make prudent efforts to limit
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- 42 ▪ Users will not reveal personal information about others and be cautious when
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73 obscene materials as defined in Idaho Code 18-1514 which is harmful to minors.

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78 All students are expected to follow the guidelines and policies express in the
79 student handbook and this District Policy. If the guidelines and/or policies are
80 violated, administrators will determine consequences based on severity of the
81 incident. This may include disciplinary action, loss of Internet access, loss of all
82 computer privileges, removal from appropriate classes with an F grade, and/or
83 legal action in accordance to Idaho State Code sections 18-2201 and 18-2202.

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86 Any employee who violates this policy or uses the network/Internet for improper
87 purposes shall be subject to discipline, up to and including discharge.

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91 Internet safety is a component taught throughout the curriculum. It is specifically
92 addressed in the following courses:

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94 K-5 elementary Computer Lab

95 Exploratory Keyboarding 6

96 Keyboarding 6 Applications

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99 Unless a parent has signed a district "Internet Opt-Out" form, all students will be given
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103 simulations and other online educational activities. Internet Opt-Out forms may be
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107 Intellectual Property

108 All works that an individual creates on the network or computers should be assumed to
109 be the intellectual property of that person. However, all works on the network,
110 computers or storage devices are open to monitoring/scrutiny by district and building
111 administration, Information Systems personnel, and/or designees of administrators. All
112 files, materials or documents may be reviewed and deleted by designated technology
113 staff.

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116 All users should abide by current copyright law. Plagiarism will not be tolerated.
117 (Plagiarism is copying the ideas, writings or artistic creations of others and presenting
118 them as though they were your own.) If text or multimedia files from the internet or other
119 electronic sources are used, they must be used according to the Fair Use Guidelines
120 established by federal copyright law and policies of Joint School District No. 2, and cited
121 accordingly.

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123 Electronic Devices

124 Electronic communication or data devices will be used only in a manner consistent with
125 the policies of Joint School District No. 2. These devices include, but are not limited to,
126 handheld calculators, PDA's (personal digital assistants), cell phones, pagers, electronic
127 book devices, and laptop computers.

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129 Software and Peripheral Devices

130 Only district approved software will be installed by designated personnel on networks or
131 individual machines. Appropriate licenses must be held for all software. Peripheral
132 devices (including, but not limited to, printers, scanners, and storage/data devices) must
133 be approved and installed by designated personnel. Donated equipment and software
134 are subject to the same policies.

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136 Any conditions or activities not specifically listed above that are not consistent with the
137 policies, purposes, and objectives of Joint School District No. 2 are prohibited.

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139 Wireless Guest Network

140 The district wireless network is an extension of the district network and may be accessed
141 by using the Guest user ID and password, which is generated daily by the District
142 Service Center Information Systems. This password will be emailed to each building
143 administrator, or designee, and it is the building administration that will control giving out
144 the password.

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146 By using the district wireless network the user agrees to the following:

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149 connection to any district or school server(s), printer, or other peripheral device.
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152 network.

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165 of access to, or use of these resources and/or legal action. A user will be required to
166 reimburse Joint School District No. 2 for any losses, costs, or damages, including
167 attorney's fees, caused by inappropriate use.

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169 District Limitation of Liability

170 Joint School District No. 2 makes no warranties of any kind, either expressed or implied,
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172 free or without defect. The district will not be responsible for any damage users may
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174 not responsible for the accuracy or the quality of the information obtained through or
175 stored on the system. The district will not be responsible for the financial obligations
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Date of Revision:
5/12/2009; 5/10/11

Legal Reference: Code of Idaho
18-1514, 18-2201, 18-2202,
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Legal Reference: Code of Idaho
18-1514, 18-2201, 18-2202,
33-131, 33-132

COMMUNITY RELATIONS

4210

Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The use of school facilities by the public may be permitted for meetings of an educational, patriotic, philanthropic, civic, musical, recreational or other worthwhile purpose (as determined by the Board of Trustees) intended to promote the public welfare and not conflicting with the school and/or district programs. No political meetings will be permitted without approval of the Board of Trustees.

Schools, gymnasiums, play fields and other special purpose rooms are to be used primarily for school purposes. They may be used without charge for meetings of students, clubs, alumni associations, parent teacher associations affiliated directly with the schools, and for entertainment for the benefit of the schools given by the students. Such activities shall have precedence over public use, and may be held by arrangements with the principal of the building. The principal shall assume responsibility for the meeting and either be present in person or be represented by a responsible teacher. The Superintendent shall be kept informed.

School facilities may not be used for private gain, nor by any group, which in the opinion of the Board of Trustees, advocates the overthrow or change of our government by force.

Churches or religious organizations may be granted occasional use of school facilities if other community facilities are not available. No application will be considered for a series of religious meetings nor for any prolonged or extended use of school facilities by a sectarian or religious group for religious purposes.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

Sufficient supervision (including police if necessary) shall be provided by those to whom the accommodation is granted to insure good order, the protection of property, the observance of these rules and regulations, and the prevention of people wandering through the building or being on the school premises elsewhere than in the rooms engaged and their direct approaches.

At least one adult member of the sponsoring organization must supervise all use of the rooms assigned to members of the sponsoring organization and its guests. The adult supervisor and/or the sponsoring organization will be responsible for and pay for any damage done to the school property during the time of the organization's use of the building. The sponsoring organization will assume the responsibility of informing the adult supervisor of all district regulations and the supervisor's responsibilities.

Only gym shoes are to be worn on the gymnasium floors. Shoes, clothes, equipment, etc., will not be available from the school's locker rooms.

As a general rule, elementary buildings should be vacated by 7:00 p.m. and secondary schools by 9:00 p.m.

All use of district buildings and grounds shall be restricted to community (Lakeland residents) sponsorship and participation and shall not be advertised as open to the public at large.

Custodial and/or supervisory personnel are required to be on duty at meetings of outside organizations. (The superintendent may waive this provision in cooperation with city park and recreation organizations). The sponsoring organization will pay the associated costs.

All organizations are required to file proof of liability insurance with the Superintendent's office.

Proper protection, safety and care of school property shall be primary considerations in the use of school facilities. All facility use shall comply with state and local fire, health, safety and police regulations. All individuals using school facilities shall comply with the policies of this Board. The district reserves the right to cancel any scheduled use at any time.

Legal Reference: I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.
I.C. § 33-602 Use of school property or buildings for senior citizen centers
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on: August 13, 2007

Revised on:

Prior Policy: VII(A) Use of Buildings and Grounds by Community Organizations

DODSON & RAEON LAW OFFICES
ASSOCIATES IN THE PRACTICE OF LAW

RECEIVED
JAN 26 2012

Charles M. Dodson, Attorney, ISB #2134
(208) 664-1577
James A. Raeon, Attorney, ISB #2075
(208) 765-5875

Eastlake Professional Suites
1424 Sherman Avenue
Suite 300
Coeur d'Alene ID 83814
Facsimile (208) 666-9211

January 24, 2012

Dr. Mary Ann Ranells, Superintendent
Brooke Cunningham, Clerk of the Board of Trustees
Lakeland Joint School District No. 272
P.O. Box 39
Rathdrum ID 83858

Sent via first class mail and email: mranells@lakeland272.org, bcunningham@lakeland272.org

RE: Facilities used for religious worship services
(*Bronx Household of Faith vs. City of New York School Board*)

Dear Superintendent and Clerk:

There has been a significant amount of confusion regarding the application of the *Bronx Household of Faith vs. City of New York School Board*, a case decided by the Second Circuit Court of Appeals, for which a *writ of certiorari* was denied by the United States Supreme Court (which effectively makes it the law of the United States), I am endeavoring to provide you some guidance, and a model policy with attachments in order to implement that decision. I may have previously forwarded to you a revision to your proposed policy and I am enclosing with this correspondence a draft form policy which may be reviewed by you with your Board of Trustees and adopted appropriately. This form policy with attachments is designed to accomplish the goal of meeting the requirements of the law, that is free expression of a religious point of view, but not religious worship services.

While each of you generally subscribes to either the policy service provided by Elaine Eberharter Maki's office, or the policy service provided by the Idaho School Boards Association, and I am not generally in the business of drafting model policies, because of the number of districts I represent and the impetus created by the *Bronx* case, I have drafted the proposed model policy with attachments. I would strongly urge that you bring it to your Board's attention for review and adoption through your policy adoption process in order to be "in sync" with the current status of the law.

I have drafted the policy with specific reference to a detailed analysis of the *Bronx* case. In that case the court held:

Dr. Mary Ann Ranells, Superintendent
Brooke Cunningham, Clerk of the Board of Trustees
January 24, 2012
Page 2

“The conduct of religious worship services, which the rule excludes, is something quite different from free expression of a religious point of view, which the Board does not prohibit. The conduct of services is the performance of an event or activity. While the conduct of religious services undoubtedly includes expressions of a religious point of view it is not the expression of that point of view that is prohibited by the rule. Prayer, religious instruction, expression of devotion to God, and the singing of hymns, whether done by a person or a group, does not constitute the conduct of worship services. Those activities are not excluded. (my emphasis added) ... What is prohibited by this clause is solely the conduct of a particular type of event: a collective activity characteristically done according to an order prescribed by and under the auspices of an organized religion, typically but not necessarily conducted by an ordained official of the religion. Conduct of a ‘religious worship service’ has the effect of placing centrally, and perhaps even of establishing the religion in the school.”

The Court went on to say that the prohibition

“does not exclude religious groups from using schools for prayer, singing hymns, religious instruction, expression of religious devotion, or the discussion of issues from a religious point of view. While it is true without question that religious worship services include such expressions from points of view, the fact that a reasonably excluded activity excludes expressions of viewpoints does not render the exclusion of the activity unconstitutional if adherents are free to use school facilities for expression of those viewpoints in all ways except through the reasonably excluded activity.”

The Court further noted “a worship service is an act of organized religion that consecrates the place in which it is performed, making it a church.” “They identify the schools as their churches as do many residents of the community.” “... there is no difference in usage between a ‘worship service’ and a ‘religious worship service’; both refer to a service of religious worship.”

The Court has carved a very narrow exception to the use of a limited open forum

Dr. Mary Ann Ranells, Superintendent
Brooke Cunningham, Clerk of the Board of Trustees
January 24, 2012
Page 3

(primarily in your secondary schools although your primary schools may also provide limited open forums for community uses). The prohibited use is religious worship services or worship services. All other uses which have religious overtones are allowed either under the Equal Access Act (student groups, student controlled only) or under the cases cited in the *Bronx Household* case included without limitation the *Lambs Chapel* case and the *Rosenberger* case in which the Supreme Court made specific detailed rulings on specific uses generally dealing with freedom of (religious) expression guaranteed by the First Amendment..

The conundrum thereby placed upon school districts when an application is received for use is to determine whether that use is a religious worship service or a worship service. If, for instance, it is a men's group of a church that wants to use the facility every Tuesday on *ad infinitum* which may very include prayer and discussion of their particular religious point of view, but is not a worship service as defined by the Court in the *Bronx Household* case, such a use is authorized. It thereby becomes incumbent upon your district when an application is made for the facilities use to determine whether the proposed activity is a religious worship service as defined by the *Bronx* case. There will be occasions where an application is made where the use is somewhat vague. It would therefore be necessary to inquire further as to exactly what that use is. Items that may be suspect are continued Sunday use (or Saturday for that matter) by a religious organization (church) or once weekly or congregational type meetings at a school facility even though it may be a weekday evening as opposed to a Saturday or Sunday.

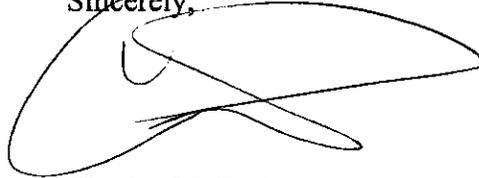
While I realize this does not give you a significant amount of definition between what is prohibited (that is, a religious worship service), and what is not (most everything else if you have a limited open forum), it is intended to at least provide you some guidance, and to provide you a model policy (subject to your board's review and "tweaking") in order to facilitate the application of the law.

I know that Dick Cvitanich from Lake Pend Oreille has a form as does Coeur d'Alene School District No. 271 for use applications and acknowledgment of an obligation to provide for appropriate insurance and supervision. I would suggest that between School Districts 44, 84, 271, 272, 273, 274 and 391 that the clerks coordinate with one another regarding an appropriate application form and notice forms regarding facilities use. In that way, you will not have to reinvent the wheel.

Dr. Mary Ann Ranells, Superintendent
Brooke Cunningham, Clerk of the Board of Trustees
January 24, 2012
Page 4

To the extent any of you have questions I will be happy to respond.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles M. Dodson". The signature is fluid and somewhat stylized, with a large loop at the end.

Charles M. Dodson
Attorney at Law

CMD/pl
Enclosure

LAKELAND JOINT SCHOOL DISTRICT NO. 272

A. Use of School Facilities and Other School Properties

Page 1 of 4__

The School District's buildings and facilities are an asset of the citizens of Lakeland School District, and it is the desire of the Board of Trustees to make them available to responsible individuals and organizations as authorized by the policies of the District and in keeping with the Federal and State Constitutions.

Schools, gymnasiums, play fields, and other special purpose rooms are to be used primarily for school purposes. They may be used without charge for meetings of students, clubs, alumni associations, parent teacher associations affiliated directly with the schools, and for entertainment for the benefit of the schools given by the students. Such activities shall have precedence over public use, and may be held by arrangements with the principal of the building. The principal shall assume responsibility for the meeting and either be present in person or be represented by a responsible teacher. The Superintendent shall be kept informed.

The use of school facilities by the public may be permitted for meetings of an educational, patriotic, philanthropic, civic, musical, recreational or other worthwhile purpose (as determined by the Board of Trustees) intended to promote the public welfare and not conflicting with the school and/or district programs. No political meetings will be permitted without approval of the Board of Trustees.

School facilities may not be used for private gain, nor by any group which, in the opinion of the Board of Trustees, advocates the overthrow or change of our government by force.

Churches and religious organizations may be granted occasional use of school facilities for speech content-based meetings (but in no circumstances for religious worship services) if other community facilities are not available. No application will be considered for religious worship services nor for any prolonged or extended use of school facilities by a sectarian or religious group for religious purposes.

The Board of Trustees shall have the care and keeping of all school buildings. They shall have authority to open any or all school properties belonging to the district for purposes that keep with the general philosophy of the district. The district will provide equitable access after school to youth groups or organizations serving young people under the age of 21. The Board of Trustees may, at any time it thinks best, refuse to allow usage of any school facilities or property. The Board of Trustees recognizes that the school buildings and other school properties are not open forums.

The Board of Trustees shall adopt a uniform use fee structure which may, from time to time, be changed based upon the costs incurred by the district for the operation of its facilities. It is the intention of the Board of Trustees to uniformly apply such charges, except as to those entities which are otherwise exempt by contractual relationship (other governmental entities or subdivisions) by statute (universities, colleges, and senior organizations) or by joint powers agreements between governmental units/agencies executed as authorized by the statutes of the

State of Idaho. These fees will be used to defray the expenses incurred by increased use of heat, lights, utilities, grounds keeping costs, administrative costs, and custodial services. The county board of elections will not be assessed any fee for the regularly scheduled use of School District 272 facilities for elections. Nothing contained herein shall limit or expand the Board's ability to negotiate with the various municipalities within the school district boundaries for the purposes of shared facilities use by such municipalities for activities included, but not limited to, basketball, baseball, soccer, football.

NOTICE

Any person, entity, corporation, partnership, limited liability company, or association applying for use of school facilities pursuant to this policy shall be provided a copy of policy and administrative procedure, and prior to authorization of use shall pay such fees and deposits as are required under the policy and related schedules as prepared by the administration of the district and in addition thereto shall, as a prerequisite to the authorization of use, execute an acknowledgment/application and agreement in a form provided by the district.

The school district's buildings and other school properties are an asset of the citizens of Lakeland Joint School District, and it is the desire of the Board of Trustees to make them available to responsible individuals and organizations as authorized by policies of the district and the Constitution of the United States, the Constitution of the State of Idaho, and the statutes, both federal and state, as are applicable. The Board of Trustees is mindful of the Federal Constitution and the First Amendment thereof and the State Constitution of the State of Idaho with particular reference to Article IX, Section 5. In order to preclude an apparent or actual entanglement with sectarian or religious beliefs or philosophies, and further to avoid the appearance of underwriting sectarian beliefs or philosophies, to provide for the avoidance of an establishment clause violation, and further to preclude the use by sectarian organizations for religious worship services that would implicate the Board of Trustees in the promotion of religion or a particular religious sect, the Board has determined there is a compelling State interest to limit uses by sectarian or religious organizations to occasional uses (but not religious worship services) at the same fee schedule established pursuant to this policy.

The Board has determined that occasional use by sectarian organizations for speech content-based meetings is authorized; provided, however, any prolonged or extended use of school facilities by a sectarian or religious group for religious purposes or any religious worship services shall not be authorized or allowed by the Board of Trustees and is strictly prohibited. (Legal Authority: *Lamb's Chapel v. Center Moriches Union Free School District*, 113 S. Ct. 2141 (1993); *Bronx Household of Faith v. N.Y. City Board of Education*, 11-386 (2011 U.S. Supreme Court 12/05/11)).

The Board of Trustees is mindful of the First Amendment of the United States Constitution and Article IX, Section 5 of the State Constitution of the State of Idaho and the application of the Federal and State Establishment Clauses as referenced therein. In order to preclude a violation of the Establishment Clause, at either the Federal level or the State level, Applications for Use of School Facilities by sectarian organizations for sectarian or religious purposes shall not be granted or may be terminated if previously granted where there is a violation of one of the

following five (5) criteria:

1. An express or recognizable purpose or intent on the part of the School District of aiding or supporting religion or the use of school facilities for religious worship services;
2. Support of religion in terms of preference for a particular religion to the exclusion of others;
3. Support of religion in terms of the placement of the authority and/or prestige of the school district behind a particular religion or religion generally;
4. Excessive political divisiveness in the community as a consequence or likely consequence of the use of school buildings for religious purposes;
5. Direct and indirect financial support of religion.

Application for public use of school accommodations shall be made on regular forms secured at the office of the Superintendent.

Applications shall be acted upon by the Superintendent or his/her appointed representative who may require additional information of the applicants, assign place and time of use, or reject any application. The Superintendent shall inform the Board of applications approved and may present to the Board for approval any application in question.

The District reserves the right to cancel any scheduled assignment at any time. Violations of any regulation, inadequate supervision, failure to pay scheduled fees, abuse of buildings, use of unauthorized areas, etc., may mean immediate cancellation of an assignment.

Sufficient supervision (including police if necessary) shall be provided by those to whom the accommodation is granted to insure good order, the protection of property, the observance of these rules and regulations, and the prevention of people wandering through the building or being on the school premises elsewhere than in the rooms/facilities engaged and their direct approaches.

At least one adult member of the sponsoring organization must supervise all use of the areas assigned to members of the sponsoring organization and its guests. The adult supervisor and/or the sponsoring organization will be responsible for an pay for any damage done to the school property during the time of the organization's use of the property. The sponsoring organization will assume the responsibility of informing the adult supervisor of all district regulations and the supervisor's responsibilities.

Only gym shoes are to be worn on the gymnasium floors. Shoes, clothes, equipment, etc., will not be available from the school's locker rooms.

As a general rule, buildings should be vacated by 8:00 p.m. and 10:30 p.m. will be the maximum closing time for special events.

All use of district buildings and grounds shall be restricted to community (Lakeland residents) sponsorship and participation and shall not be advertised as open to the public at large.

Fees for use of school facilities will be determined from the fee schedule set by the Board of

Trustees. The fee schedule will be administered by the Superintendent of Schools. Meetings of Boy Scouts, Girl Scouts, 4-H, or similar groups will not be charged if sponsored locally and if activities involve only children and patrons of the Lakeland district.

Fee Schedule: Gymnasiums	\$25.00 - \$50.00 per use
Multipurpose Rooms	\$15.00 - \$50.00 per use
Class Rooms	\$10.00 - \$25.00 per use
School Play Fields	\$15.00 - \$50.00 per use

Legal References: IC 33-601, U.S. Constitution 1st Amendment; Idaho Constitution Article IX, Section 5; *Lamb's Chapel v. Center Moriches Union Free School District*, 113 S.Ct. 2141 (1993); *Bronx Household of Faith v. N.Y. City Board of Education*, 11-386 (Dec. 5, 2011, U.S. Supreme Court).

Adopted: August 13, 1979
Revised: March 8, 1982
Revised: August 14, 1995
Revised: August 10, 1998
Revised: , 2012

LAKELAND JOINT SCHOOL DISTRICT NO. 272

A.1 Use of School Facilities and Other School Properties

Groups or individuals, entities, persons, partnerships, limited liability companies, organizations or associations as covered by this policy and using school facilities may be categorized as Class A, B, or C. Priority for use is in the order listed except that the priority for uses within any Class shall be on a first come first served basis, that is, priority in time determined by the date and time of submission to the building principal or authorized agent of the competed application for the proposed use. It is the philosophy of the district that activities for local children will take precedence over adult activities. District facilities will not be used for profit making activities except for school and charitable activities.

1. Class A: Youth organizations and local non-profit youth groups providing service to school age children from Lakeland Joint School District 273, whether or not the youth organizations or groups are sectarian or related to a particular religion or religion generally. Example of some such organizations and youth groups are community education classes and activities for youth; youth sports; Boy Scouts; Girl Scouts; Campfire; Park and Recreation activities for children ages 0-18; community organizations of a civic or service nature for children ages 0-18.
2. Class B: Civil/Service agencies and local (in district) religious groups so long as facilities are not used for religious worship services, for example: Adult recreation groups; colleges and universities; public agencies; speech content-based church activities.
3. Class C: Local (in district) private parties and local (in district) business activities.
4. The administration of School District 273, being integrally involved in the ordinary day-to-day operations of the school district and being familiar with the costs associated with the operation of the district and the need for preservation of the district facilities, the Board of Trustees hereby authorizes the administration to establish a schedule of fees to be reviewed by the Board of Trustees periodically and further authorizes the administration of Lakeland Joint School District 272 to establish such special rules and fees as may be necessary to carry into effect the purposes and intent of this policy.

Adopted: / /12

LAKE PEND OREILLE SCHOOL DISTRICT NO. 84

FACILITY USE REQUEST

THIS IS A LEGALLY BINDING AGREEMENT. PLEASE READ THOROUGHLY AND/OR CONSULT AN ATTORNEY.

DATE SUBMITTED: _____ SCHOOL: _____

(Press HARD; you are making three copies)

PUBLICIZED TITLE OF EVENT: _____ DATE(S) OF EVENT: _____

FACILITY REQUESTED: Auditorium Gymnasium Grounds/Fields Classroom/Meeting Commons
 Other _____

DATE(S) OF USE (Includes setup and cleanup): _____

ACCESS NEEDED: _____ (AM/PM) TO: _____ (AM/PM) (includes setup and cleanup)
 ACTUAL EVENT: _____ (AM/PM) TO: _____ (AM/PM) EXPECTED ATTENDANCE: _____

TYPE OF EVENT:

- Business Meeting Entertainment Lecture/Class/Seminar Meal
 Conference/Workshop Public Information Reception Athletic Commercial

GROUP IS:

- School Related Public/Non-School Private/Commercial Other _____

DISTRICT EMPLOYEE IN CHARGE: _____ (NAME)

ACTIVITY IS:

- Fund Raising Non-Profit Community Service Other _____

ORGANIZATION NAME: _____

BRIEF DESCRIPTION OF EVENT: _____

EVENT DIRECTOR'S NAME: _____

BILLING ADDRESS _____

ADMISSION FEE to be charged for this event: Yes NO

AMOUNT OF FEE(S) _____

COMMENTS: _____

LPOSD #84 OFFICE USE ONLY		
	COST ESTIMATE	ACTUAL
Rental	\$ _____	\$ _____
Custodial	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Food Service	\$ _____	\$ _____
Deposit (Damage)	\$ _____	\$ _____
TOTAL AMOUNT	\$ _____	\$ _____

(sales tax may be charged)

* Commercial fees may be due in addition.

** Actual use may cause cost to vary from estimate

Liability Insurance Proof or Waiver is on file Damage Deposit is on File Put Attached Damage Deposit on File

PLEASE CHECK SERVICES REQUESTED:

GENERAL INFORMATION

- Registration Tables # _____
 Head Tables # _____
 Tables # _____
 Chairs # _____

FOOD SERVICE

- Breakfast
 Lunch
 Dinner
 Reception/Party
 Refreshments/Coffee
 Kitchen Use (Requires Paid Use of Kitchen Manager)

EQUIPMENT

- PA System Flags
 Stage Lights Easels
 Lectern Extension Cords
 Blackboard Overhead
 Piano Slide Projector
 VHS Equipment Cassette Player
 Screen Flip Chart
 Portable Sanitation Computers
 Units Other _____

PLEASE ATTACH A DIAGRAM OF SETUP

Custodian needed

Concussion Guidelines

Many students within _____ School District, No. ____ participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. (Coaches are required by Idaho Code to complete concussion education every two years) Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided (notice is currently provided in pre-season info packets, which is link to the IHSAA web site) notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport. This requirement was eliminated from the 2012 concussion legislation at the request of the IHSAA.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District. Also eliminated from the 2012 concussion legislation IHSAA suggested keeping track would be cumbersome.

4. **[Optional]** As part of any required pre-athletic league or sport participation medical examination or physical, the medical provider performing the examination shall check for signs of previous concussions. Such medical provider shall indicate whether signs of previous concussions are indicated, and whether the student should or should not be allowed to participate in the school athletic league or sport.
5. **[Optional]** The athlete will be required to obtain a pre-season baseline concussion (or similar) test before being allowed to participate in a school athletic league or sport. Such test must be performed at least once annually and shall be at the student's expense. The District must be provided with written confirmation that the test was completed by a qualified and trained health care professional, though the results of the testing shall not be provided to the District. **Trent and I believe baseline testing should be highly recommended, not required.**

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

Protocol on Suspected Concussion

This protocol and return play procedures are currently followed, I'm not sure if this is written in our administrative guidelines

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or "pressure" in head
- Nausea or vomiting

- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right” or is “feeling down”

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician’s assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference: I.C. § 33-1625 Youth athletes – concussion and head injury guidelines
Title 54, Chapter 18 Idaho Code

Other Reference: <http://www.idhsaa.org/concussions/default.asp>
<http://www.cdc.gov/concussion/sports/index.html>
<http://www.cdc.gov/concussion/sports/recognize.html>

Policy History:

Adopted on:

Revised on:

Brook Cunningham

From: Tim Cronnelly
Sent: Monday, July 02, 2012 7:07 AM
To: Brook Cunningham
Subject: Concussions
Attachments: Cronnelly response.doc

Brook,
Myself and Trent met last spring to look over the changes in concussion legislation and they would apply to our students. It looks like the ISBA is recommending the original version of the bill..parental sign off for reviewing information, required baseline testing and return to play protocol. The bill as passed requires us to make concussion information available, and to follow the return to play protocol which we have already been following (the law specifically lists the type of health care professional who can clear an athlete to return). I have attached my two cents worth within the ISBA recommendations. Bottom line is that I think that we follow the law as passed for this year; provide information to parents, encourage (not require) baseline testing,and use the return to play procedures in the law.
Related matter, Dr. Haynes in Rathdrum has agreed to be our go to person on concussions, his office will administer baseline testing and assist (if families want) in post concussion evaluations and return to play protocol.
If you have questions give me a call.
Thank you,

--
Tim Cronnelly
Timberlake High School
tcronnelly@lakeland272.org
(208) 623-6303
(208) 623-6203 (fax)
<http://www.highschoolsports.net> (THS schedules)

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1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided (notice is currently provided in pre-season info packets, which is link to the IHSAA web site) notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport. This requirement was eliminated from the 2012 concussion legislation at the request of the IHSAA.
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- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
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Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician’s assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference: I.C. § 33-1625 Youth athletes – concussion and head injury guidelines
Title 54, Chapter 18 Idaho Code

Other Reference: <http://www.idhsaa.org/concussions/default.asp>
<http://www.cdc.gov/concussion/sports/index.html>
<http://www.cdc.gov/concussion/sports/recognize.html>

Policy History:

Adopted on:

Revised on:

Brook Cunningham

From: Tim Cronnelly
Sent: Monday, July 23, 2012 11:31 AM
To: Mary Ann Ranells; Brad Murray; Brook Cunningham
Subject: Fwd: Idaho Concussion Law

FYI

----- Forwarded message -----

From: John Billetz <admin@idhsaa.org>
Date: Mon, Jul 23, 2012 at 11:06 AM
Subject: Idaho Concussion Law
To:

Idaho Concussion Law

Athletic Directors & Principals:

Many of you are aware that during last years legislative session, the state legislature revised our Concussion Bill (House Bill 632 – New Additional Section 33-1625). There have been a number of schools that have contacted the IHSAA office concerning what is expected from our member schools under the revised Concussion Bill. Below is a link that will enable you to review and print off the revised bill. In a nutshell here are the important bullet points:

1. The revised bill does not require member school to have parents sign any document or form that they have reviewed or read the IHSAA Concussion Information Link . Some schools are requiring parents to sign a document or form that parents have reviewed the concussion information. This is an individual schools prerogative, and the IHSAA will support their dettcision to have parents sign off.
2. At the beginning of each sports season before an athlete participates in any organized practice or game, the athlete and the athlete's parent or guardian shall receive (from the member school) concussion guidelines, information, and were and how to access the IHSAA Concussion Information link.
3. On even number years 2012-13, 2014-15, etc., all coaches, athletic trainers, and officials, shall review the NFHS Concussion Course.
4. It is imperative that all schools develop a written protocol once an athlete is suspected of sustaining a concussion or head injury and removed from play. The protocol shall include:
 - a. return to play during the game
 - b. return to play after the athletic has been diagnosed with a concussion
5. All athletes, once diagnosed with a concussion must have a written medical release from a qualified health care professional before they return to play.
6. "When in Doubt, Sit' em Out".

The following link should direct you to the current concussion law: <http://legislature.idaho.gov/idstat/Title33/T33CH16SECT3> (Ho3-1625.htm .

Thanks,

John Billetz

--

Tim Cronnelly

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tcronnelly@lakeland272.org

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<http://www.usatodayhss.com> (THS schedules)

Brook Cunningham

From: Tim Cronnelly
Sent: Monday, July 23, 2012 12:23 PM
To: Bill Rider; Brandi Johnson; Brian Kluss; Cameron Knigge; Cindy Beyer; Erin & Wayne Floyd; Jeremy Montang; Kellie Rhodes; Kelly Amos; Kurt Hoffman; Matt George; Matt Miller; Melissa Douglass; Melissa Douglass; Michelle Garwood; Mike Menti; Molly Miller; Rachel Smith; Robert Ranney; Roy Albertson; Ryan Montang; Shawn Lawler; Steve Michael; Tim Cronnelly; Tony Hanna; Judy Gerstenberger; Brook Cunningham
Subject: IHSAA Concussion Information

<http://idhsaa.org/concussions/CONCUSSION%20SCHOOL%20GUIDE%202012B.pdf>

Above is the link provided by the IHSAA regarding concussions.

--

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Idaho School Boards Association, Inc.

"Trustee Leadership for Excellence in Idaho Public Education"

P.O. Box 9797, Boise, Idaho 83707-4797

Phone (208) 854-1476 Fax (208) 854-1480 Toll Free (866) 799-ISBA

MEMORANDUM

To: Members of ISBA Model Policy Update Service

From: Jessica Harrison, Policy & Government Affairs Coordinator

Re: **Summer 2012 ISBA Model Policy Update Release**

The Summer 2012 ISBA Model Policy Update Release includes the following revised and/or new policies:

Board of Trustees

1405 School Board Use of Electronic Mail and Social Media

Instruction

2335 Digital Citizenship and Safety Education

2545 Technology Advisory Council

Students

3265A1 Student Owned Electronic Communications Devices

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3270P Acceptable Use of Electronic Networks

3275A1 District Provided Mobile Computing Devices

3275A2 District Provided Mobile Computing Devices

3275FA1 Mobile Computing Device Agreement

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- 3275FA2 Mobile Computing Device Agreement
- 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing
- 3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

Personnel

- 5100 Hiring Process and Criteria
- 5100F1 Authorization for Release of Information on Past Employment with School Employers
- 5100P Procedures for Obtaining Personnel Records for Applicants
- 5325 Employee Use of Social Media Sites, Including Personal Sites
- 5325 Recommended Practices for Use of Social Media Sites, Including Personal Sites
- 5325P Recommended Practices for Use of Social Media Sites, Including Personal Sites
- 5330 Employee Electronic Mail and On-Line Services Usage
- 5500 Personnel Files
- 5500P Procedures for Releasing Personnel Records to Hiring School Districts

For ease in editing and incorporating these updated policies into your policy manual, the attached sample policies have highlighting where changes have been made. If you have any questions or comments, please feel free to contact me.

THE BOARD OF TRUSTEES

14025

School Board Use of Electronic Mail and Social Media

Use of electronic mail (e-mail) by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail, communications via social media, or other electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business (regardless of whether sent or received on a school owned computer or personally owned computer) may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will note that individual postings made to social media sites should be considered carefully in light of how they would reflect on the poster, the Board of Trustees, and the District. Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to serve students' interests. Individual Board member postings are an act of the individual and are not an act of the Board.
- 3-4. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure or unsecure websites. Board members will comply with the same standards as school employees with regard to confidential information.

Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

Legal Reference: I.C. § 9-337 Public Writings *et. seq.*
I.C. § 67-2341(2) Open Public Meetings – Definitions
Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners
144 Idaho 259 (2007).

Policy History:

Adopted on:

Revised on:

Digital Citizenship and Safety Education

The Superintendent will ensure that District students are educated on network etiquette and appropriate online behavior, including cyber-bullying awareness, digital citizenship, and online safety. Instruction will be given to students at the secondary level as appropriate to the educational and developmental needs of students.

The District may make use of the Idaho Attorney General’s online safety program, titled Protecteens, which addresses online safety and cyber-bullying, in classroom discussions about digital citizenship, responsible online behavior, and consequences. The District may also make use of other materials on digital citizenship such as those found at CommonSenseMedia.org.

The Superintendent will ensure that teachers, administrators and other staff members responsible for supervising students’ internet use receive professional development, training, and resources in the following areas:

1. Monitoring of student online activities.
2. Instruction of students in proper network etiquette.
3. Instruction of students in discerning among online information sources and appropriate materials.
4. Bullying and cyber-bullying awareness and response, in accordance with the District’s bullying policy.
5. Instruction of students on appropriate interaction in social networking websites and chat rooms.

The District may use the following methods of providing instruction on appropriate online behavior and cyber-bullying awareness:

1. Incorporation of instruction into course objectives or daily lessons of planned instruction, as appropriate.
2. Class assemblies or special instruction given in the school library or media center.
3. Special technology courses that are required for students at various grade levels.
4. Online tutorial programs required for students to use a district network account.

5. (Other) _____.

The Internet Safety Coordinator or their designee will also make resources available to parents/guardians on teaching students about acceptable internet use, appropriate online behavior, network etiquette, cyber-bullying awareness and response, and appropriate use of social networking websites and chat rooms.

Cross Reference: 3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying,
Menacing

Legal Reference: I.C. § 18-917A Student Harassment – Intimidation - Bullying
P.L. 110-385 Broadband Data Services Improvement Act
Technology Taskforce: Final Taskforce Recommendations

Policy History:

Adopted on:

Revised on:

INSTRUCTION

Technology Advisory Council

The Board supports the establishment of Technology Advisory Council(s) for the purpose of informing technology integration into the classroom, promoting the sharing of information, and fostering a sense of collective ownership of the District's technology policies. The implementation of this process shall involve regular communication between the Council, Administration, and the Board.

Council Membership

The Council shall be organized at the _____ [school/District] level. The membership shall comprise teachers, classified employees, a building administrator, students, parents and guardians of students, and may include business leaders or members of the community at large. The Council shall comprise _____ members. Not more than _____ of the members shall be teachers, and not more than _____ shall be parents of students attending _____ [the school/a school within the District].

At least one member shall be the _____ [principal of the building/Superintendent of the District], or the _____ [principal's/Superintendent's] designee.

Teachers and classified employees shall be selected by the Administration _____ [at the school site/within the District]. Parents shall be selected by parents of students attending the _____ [the school/within the District], and other representatives shall be selected by the Council.

Council Duties

Duties of the Technology Advisory Council shall include but not be limited to:

1. Providing recommendations on the integration of technology into the learning environment
2. Sharing best practices and innovative uses of technology in the classroom

Public Meeting Law

The Council shall comply with the public meeting laws which include posting notices of meetings and taking minutes.

Implementation and Review

The Superintendent shall be responsible for overseeing the activities of the Councils and for providing ongoing assessment of site council functioning.

Legal References: Technology Taskforce: Final Taskforce Recommendations

Policy History:

Adopted on:

Revised on:

STUDENTS

3265(A1)

Alternative 1—Complete Ban on Devices

Student Owned Electronic Communications Devices

Students shall not use, or have in their possession on school grounds, any electronic communication device **not provided by the District.**

Students who have an extenuating and special circumstance, such as, but not limited to, personal or family health related situations, may, upon the parent(s)/guardian(s) request, or request of the student him/herself if over eighteen years of age, be in possession of a **smart phone**, cellular telephone, pager/beeper, or other emergency electronic communications device. Except for situations involving a bona fide health or safety emergency, these electronic communications devices are not to be used during class or instructional time or during the passing times between classes, unless specific permission has been granted by the building principal. ~~IN NO CASE WILL ANY PERSONAL COMMUNICATION DEVICE BE ALLOWED THAT PROVIDES FOR A WIRELESS, UNFILTERED CONNECTION TO THE INTERNET OR WHICH HAS THE CAPABILITY TO TAKE PHOTOGRAPHS OF ANY KIND.~~

“Walkie Talkies,” either long or short range, portable CB radios, portable “HAM” radios, portable police scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, shall not be allowed in any circumstance unless proof is offered that such a device is necessary for health emergency purposes and permission is granted for their use by the building principal.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on ~~tests or examinations~~ **any student assessment, project, or assignment** shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students who violate the provisions of these rules are subject to disciplinary action under the Student Code of Conduct including confiscation of the device pending parent(s)/guardian(s) conference, detention, suspension, or expulsion. Where appropriate, police authorities may be contacted.

The ban on electronic communication devices contained in this policy does not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans provides for the use or possession on school grounds of any electronic communication device.

Policy History:

Adopted on:

Revised on:

STUDENTS

3265(A2)

Alternative 2—Devices Allowed With Controls

Student-Owned Electronic Communications Devices

Students, with permission of their parent(s)/guardian(s), or ~~request of~~ the student him/herself if over eighteen years of age, may be in possession of a personal electronic devices such as smart phones, cellular telephones, pagers/beepers, laptops, tablets, e-readers, or other related electronic devices on school property. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger *or a certified District employee authorizes the student to do otherwise* (such as use in class), use of devices shall be limited to the period before classes begin in the morning, during the student’s lunch period, and after the student’s last class in the afternoon. ~~IN NO CASE WILL ANY PERSONAL COMMUNICATION DEVICE BE ALLOWED THAT PROVIDES FOR A WIRELESS, UNFILTERED CONNECTION TO THE INTERNET OR WHICH HAS THE CAPABILITY TO TAKE PHOTOGRAPHS OF ANY KIND.~~

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.

Students may only access the internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices.

Because power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device in any classroom, hallway, or any other location that may be a safety concern will not be allowed.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless *a certified District employee authorizes the student to do otherwise*. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on ~~tests or examinations~~ any student assessment, project, or assignment shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students are responsible for ~~keeping up with~~ safeguarding devices they bring to school. The District shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students violating the provisions of this policy are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which shall only be returned to the student's parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

The controls on electronic communication devices contained in this policy do not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans conflict with uses outlined herein.

Policy History:

Adopted on:

Revised on:

STUDENTS

3270

District Provided Access to Electronic Information, Services, and Networks

General

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

In order for the District to be able to continue to make its computer network and internet access available, all users, including students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. ~~The purpose of the program is to increase students' knowledge of safe practices for internet use.~~ In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging and the characteristics of cyber-bullying and recommended responses.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

1. [OPTION 1]

Educational Purposes Only. All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. ~~Incidental personal use by staff is permitted if it does not distract from other duties or otherwise violate District policy.~~ Use is a privilege, not a right. Students ~~and staff members~~ have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

[OPTION 2]

Primarily for Educational Purposes. The District provides students with an electronic network to support education and research and for the conduct of school business. Student personal use of computers that is consistent with the District's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of District computers and networks outside of class is permissible, but must comply with District policy. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
- A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use or purchasing any substance the possession or use of which is prohibited by the District's student discipline policy, local, state, or federal law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal law; information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
 - B. Uses that cause harm to others or damage to their property, person or

reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading another person's communications; sharing another person's pictures, private information, or messages without their permission; or otherwise using his/her access to the network or the internet;

- C. Uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information. Users will immediately notify the school's system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- D. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual.
- E. Uses that jeopardize the security of student access and of the computer network or other networks on the internet; uses that waste District resources including downloading very large files without permission from a teacher, unnecessary printing, and consuming excess file space on shared drives.
- F. Uses that are commercial transactions, including commercial or private advertising. Students and other users may not sell or buy anything over the internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- G. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the District;
- H. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors or materials that depict the sexual exploitation of minors.
- I. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; sharing one's password with others or allowing them to use one's account.
- J. Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent's designee;
- K. Posting or sending messages anonymously or using a name other than one's own;
- L. Attempting to bypass internal or external security systems or controls using District equipment (students and staff may only access the internet using the District network);
- M. Plagiarism of material accessed online. Teachers will instruct students in

- appropriate research and citation practices;
- N. Using the network while access privileges are revoked;
- O. [OPTIONAL] Students are prohibited from using e-mail; this includes District e-mail accessed through a web browser. E-mail access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity.

Internet Safety

Each District computer with internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The ~~school~~ District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; or
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term “harmful to minors” is defined in Section 18-1514(6), Idaho Code as meaning one or both of the following:

- The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and

includes, but is not limited to, patently offensive representations or descriptions of:

- Intimate sexual acts, normal or perverted, actual or simulated; or
 - Masturbation, excretory functions or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.
- The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

Internet Filtering

Filtering is only one of a number of techniques used to manage student's access to the internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

- Nudity/ pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- Crime – information on performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy)
- Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug.
Exception: material with valid-educational use
- Tastelessness – images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context
- Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- Discrimination/Intolerance – Material advocating discrimination (e.g., racial or religious intolerance), sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or

words

- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Self Harm ~~Body Modification~~ – sites containing content on self harm including ~~tattooing, branding,~~ cutting, and sites that encourage anorexia or bulimia, etc.
- Judgment Calls – whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with:

- Educating students to be “Net-smart;”
- Using recognized internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using “Acceptable Use Agreements;”
- Using behavior management practices for which internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The system administrator and/or Internet Safety Coordinator and/or building principal shall monitor student internet access.

[OPTIONAL]

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

[OPTIONAL]

The Internet Safety Coordinator shall set a process for reviewing student claims that access has been denied to internet material that is not within the prohibitions of this policy and for unblocking such materials when appropriate.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Internet Safety Coordinator. It shall be the responsibility of the Internet Safety Coordinator to bring to the Board Superintendent or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian and the student or,

if the student is 18 or over, the permission of the student himself/herself. Students should be aware that conduct on the District's computer and/or using the District's server may be subject to public disclosure depending upon the nature of the communication. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. Staff members may approve exceptions in the case of applications for college or employment. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media websites and are responsible for complying with District policy. Students may not disrupt the learning atmosphere, educational programs, school activities, and/or the rights of others.

All requirements of this policy apply to use of social media through the District network or equipment or as part of a class assignment.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or internet Service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to the District's internet system and computers will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the Internet

Revised on:

STUDENTS

3270P

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. **[OPTION 1]**

Acceptable Use – Access to the District’s electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.

[OPTION 2]

Personal use of computers by students that is consistent with the District’s educational mission may be permitted during class when authorized by the teacher. Personal use of District computers and networks outside of class must comply with District policy.

2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or building principal and/or Internet Safety Coordinator) will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Superintendent within seven 7 (days). His/her decision is final.

3. Unacceptable Use – The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are the following:

a. Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;

b. Accessing information pertaining to the manufacture of weapons;

c. Uses that cause harm to others or damage property;

d. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;

e. Downloading copyrighted material for other than personal use;

- f. Using the network for private financial or commercial ~~gain~~ activities;
 - g. Wastefully using resources, such as file space;
 - h. Hacking or gaining unauthorized access to files, resources, or entities; uploading a worm, virus, or other harmful form of programming;
 - i. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - j. Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;
 - k. Posting material authored or created by another, without his/her consent;
 - l. Posting anonymous messages;
 - m. Using the network for commercial or private advertising;
 - n. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, bullying, or illegal material; and
 - o. Using the network while access privileges are suspended or revoked;
 - p. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the District;
 - q. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications;
 - r. Any other unacceptable uses as outlined in District Policy 3270.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues staff.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system

- have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
 7. Security – Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator, **Internet Safety Coordinator**, or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account ~~without written permission from that individual~~. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
 8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
 9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
 10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the internet or on District websites or file servers, without explicit written permission.
 - a. For each republication (on a website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the website address of the original source.

- b. Students ~~and staff~~ engaged in producing website pages must provide library media specialists with e-mail or hard copy permissions before the website pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.
- f. Violation of the copyright web publishing rules may result in denial of access to the network.

[OPTIONAL]

11. Use of Electronic Mail.

- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students ~~and staff members~~ in fulfilling their duties and responsibilities and as an education tool.
- b. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
- c. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student ~~or staff member~~ to an electronic mail account is strictly prohibited.
- d. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- e. Electronic messages transmitted via the District’s internet gateway carry with them an identification of the user’s internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages

transmitted to external recipients.

- f. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- g. Use of the District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in ~~these~~ District policy and procedures, and will otherwise follow ~~these~~ District policy and procedures.
2. Staff members shall supervise students while students are using District internet access ~~at school~~, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. Students must use the District's filtered network for all online activities on school grounds or using District equipment.
4. The system administrator, Internet Safety Coordinator, and/or building principals shall monitor student Internet access.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software and/or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, and/or the rights of others.

All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network or using District equipment, or as part of a class assignment.

Legal Reference: Children’s Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq.
47 U.S.C. § 254(h) and (l)

Policy History:

Adopted on:

Revised:

District Provided Mobile Computing Devices [Students Allowed to Take Devices Home]

_____ School District is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st Century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off District premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian if they are less than eighteen years of age.

The District may provide parent orientations on the mobile computing device program. A student's parents or guardians are encouraged to attend an orientation before the student takes a device home with them. The student will also be required to pay an insurance fee of _____ [Note: The Technology Task Force recommends between \$25 and \$75] before they may take the device home.

[Optional] Parents or guardians of students may use the school-issued device, and their involvement in student learning through technology is strongly encouraged. However, use of school-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the District's device, network, and/or software may be subject to a public records request depending upon the content of the document or communication, including email.

Students may take the devices out of Idaho at the discretion of the building principal. The District directs the Superintendent to establish procedures for students to request permission to take the device with them.

At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer school programs.

The Superintendent shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

- No food or drink is allowed next to a device while it is in use;
- Insert and remove cords, cables and removable storage devices carefully;
- Shut down the device when not in use to conserve battery life.
- Stickers, drawings, or permanent markers may not be used on the device;
- Do not vandalize the devices or any other school property;
- Devices must never be left in any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day;
- Do not place anything near the device that could put pressure on the screen;
- Clean the screen with a soft, dry cloth or anti-static cloth;
- Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures;
- **[INSERT ADDITIONAL PRECAUTIONS SUGGESTED BY MANUFACTURER]**

The Superintendent will designate an individual or office at the school level where the devices must be taken if they break or fail to work properly.

Use at School

Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeat failures to comply with these requirements will result in disciplinary action.

If students leave their device at home, they may phone parents/guardians to bring them to school. Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability at the administrator's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with teachers' permission during class or breaks. All printing should be limited to educational purposes.

Personalizing Mobile Computing Devices

Choose one option from the following:

[OPTION 1 – RECOMMENDED BY THE TECHNOLOGY TASK FORCE] While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Students may be permitted to select their own screen savers and backgrounds provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student's password or other items deemed inappropriate by the administration will result in disciplinary actions.

Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

[OPTION 2] Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device in violation of this policy such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where students and teachers should save important documents.

Students should also back up their work frequently using removable file storage or by e-mailing important document to themselves. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes and/or school activities.

Students wishing to add additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto his/her device.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

[OPTIONAL]Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate District purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student and/or parent will be required to follow the Internet Access Conduct Agreement and the Acceptable Use of Electronic Networks Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after school.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to district technology personnel/the building principal.

The Superintendent will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the District's insurance policy are known.

Cross Reference: 3270F Internet Access Conduct Agreement
3270P Acceptable Use of Electronic Networks
3270P2 Device Acceptable Use Policy

Legal Reference: I.C. § 33-1627 Online courses – mobile computing devices and teacher training
Technology Task Force Final Task Force Recommendations
Children's Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq.
47 U.S.C. § 254(h) and (l)

Policy History:

Adopted on:

Revised on:

District Provided Mobile Computing Devices [Students Not Allowed to Take Devices Home]

School District is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st Century education. This document describes the rules for acceptable use of school-issued mobile computing devices. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a device, each student must submit a Student Mobile Computing Device Agreement and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian if they are less than eighteen year of age.

At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer programs.

The Superintendent shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

- No food or drink is allowed next to a device while it is in use;
- Insert and remove cords, cables and removable storage devices carefully;
- Shut down the device when not in use to conserve battery life.
- Stickers, drawings, or permanent markers may not be used on the device;
- Do not vandalize the device or any other school property;
- The device must never be left in any unsupervised area.
- Do not place anything near the device that could put pressure on the screen;
- Clean the screen with a soft, dry cloth or anti-static cloth;
- The device should not be stored anyplace that is subject to extreme temperatures;
- **[INSERT ADDITIONAL PRECAUTIONS SUGGESTED BY MANUFACTURER]**

The Superintendent will designate an individual or office at the school level where devices must be taken if they break or fail to work properly.

Use at School

The devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Power cords must stay with the device at all times, and the device must be returned for recharging at the end of each school day. Repeat failures to comply with these requirements will result in disciplinary action.

Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and the administrator's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with teachers' permission during class or breaks. All printing should be limited to educational purposes.

Choose one option from the following:

[OPTION 1 – RECOMMENDED BY THE TECHNOLOGY TASK FORCE] While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Students may be permitted to select their own screen savers and backgrounds provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student's password or other items deemed inappropriate by the administration will result in disciplinary actions.

Student may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

[OPTION 2] Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device in violation of this policy such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where students and teachers should save important documents.

Students should also back up their work frequently using removable file storage or by e-mailing important document to themselves. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update software applications. The licenses for such software sometimes require that the software be deleted from devices at the completion of a course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes and/or school activities.

Students wishing to add additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement. Violent games and computer images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the building principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

[OPTIONAL]

The internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The school does not accept responsibility for the loss of any software or other materials deleted due to a re-format and re-image.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate District purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use

Access to the devices is a privilege and not a right. Each student and/or parent will be required to follow the Internet Access Conduct Agreement and the Mobile Computing Device Acceptable Use Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students will return the devices for storage and recharging each day at the end of the school day.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to district technology personnel/the principal.

The Superintendent will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the District's insurance policy are known.

Cross Reference: 3270F Internet Access Conduct Agreement
3270P Acceptable Use of Electronic Networks
3270P2 Device Acceptable Use Policy

Legal Reference: I.C. § 33-1627 Online courses – mobile computing devices and teacher training
Technology Task Force Final Task Force Recommendations
Children’s Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq.
47 U.S.C. § 254(h) and (l)

Policy History:

Adopted on:

Revised on:

_____ **School District No.** _____

STUDENTS

**3275FA1
Alternative 1**

MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the _____ school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the _____ District's policies regarding District-provided mobile computing devices (Policy No. 3275). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User's Name (Print) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: _____ I am 18 or older _____ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if they are found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read the District Policy No. 3275 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his/her access privileges to the internet or use of a mobile computing device can be suspended or terminated,

that he/she will forfeit any fees paid for use of the device, and that he/she may face other disciplinary measures, regardless of whether the misuse was committed by him/her or another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

_____ I do not wish my son/daughter to take the device home at this time.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____

Address: _____

Date: _____

Policy History:

Adopted on:

Revised on:

_____ **School District No.** _____

STUDENTS

3275F2

MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the _____ school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the _____ District's policies regarding District-provided mobile computing devices (Policy No. 3275). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User's Name (Print) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: _____ I am 18 or older _____ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if they are found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read the District Policy No. 3275 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his/her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he/she will forfeit any fees paid for use of the device, and that he/she may face other disciplinary measures, regardless of whether the misuse was committed by him/her or another

person.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____

Address: _____

Date: _____

Policy History:

Adopted on:

Revised on:

STUDENTS

3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying, or bullying by students, ~~staff~~, or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds and actions at locations outside of school grounds that can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subject to disciplinary consequences.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. ~~Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.~~ Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

~~Individuals~~ Students or third parties may also be referred to law enforcement officials. ~~Staff will be reported to Teacher Standards and Practices Commission.~~

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, ~~staff~~ and third parties.

Legal References: I.C. § 18-917 Hazing
 I.C. § 18-917A Student Harassment – Intimidation – Bullying
 I.C. § 33-205 Denial of School Attendance
 I.C. § 33-512 Governance of Schools
 I.C. § 67-5909 Acts Prohibited
 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
 34 CFR Part 106

Policy History:

Adopted on:

Revised on:

STUDENTS

3295P

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, cyber bullying, and menacing.

Definitions

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.
2. “District” includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, marital status, gender, gender identity, sexual orientation, physical characteristic, cultural background, socioeconomic status, ~~or~~ geographic location, familial status, or expression, or weight.
5. “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
 - a. Physically harming a student or damaging a student’s property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
 - c. Creating a hostile educational environment.

6. “Cyber bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District’s computer network and the internet, whether accessed on campus or off campus, during or after schools hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process and/or in violation of District policy or state law. The Administration shall, in their discretion, contact local law enforcement.
7. “Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.
8. “Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

Retaliation/False Charges

Retaliation against any person, who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment is often very distressing for the victim and those who suffer harassment may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with allowing for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

Policy Distribution

Information about this policy must be distributed to the school community. Faculty and staff will be reminded annually about the policy. Information about the policy will be included in student orientation material and in the student handbook. All new faculty and staff members will be given a copy of the policy as part of their orientation program. Policy information will include a discussion of cyber bullying.

Complaint Procedures

Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, cyber-bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyber bullying or menacing in violation of this policy [shall] [is encouraged to] immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step I Any hazing, harassment, intimidation, bullying, cyber-bullying or menacing information (complaints, rumors, etc.) shall be presented to the building principal or Superintendent. Complaints against the building principal shall be filed with the Superintendent. ~~Information may be presented anonymously.~~ Complaints against the Superintendent shall be filed with the Board Chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II The District official receiving the complaint shall promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student.

[A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.]

Step III If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within [10] working days.

Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing an informal review at which time the complainant shall be given an opportunity to present the complaint and the District's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Idaho Department of Commerce & Labor, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the District office.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. § 18-917A Student Harassment – Intimidation - Bullying
I.C. § 67-5909 Acts Prohibited
Technology Taskforce: Final Taskforce Recommendations

Policy History:

Adopted on:

Revised on:

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 personnel as may be needed in recruiting staff potential personnel. All personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All ~~certificated~~ personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210 and all certificated personnel must be approved for hire by the Building Principal in the building to which they will be assigned.

To aid in obtaining quality staff members, the following non-exclusive list of 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.

Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.
2. Applicants for teaching positions shall provide evidence of meeting State requirements for regular certification 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 job performance or job related conduct, 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. ~~Non-certificated-~~ Applicants may be employed on a conditional non-contracted provisional basis pending receipt of information from current and past school district employers 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.

3. Applicants 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's highly-qualified standards.
4. 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).
5. When considering coaching assignments in secondary schools, preference for hiring will be given to a qualified ~~teacher~~ certificated professional employee in the school where the coaching vacancy exists. The Building Principal will ~~certify that all qualified applicants within the building have been given consideration~~ 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.
6. 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.
7. 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.
8. 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 Building Principal, the Board, and signed by both the Board Chairman and the applicant.

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

Choose one option from the following:

I. [Option 1] Notice of Vacancies

- A. Vacancies will be posted ~~only~~ after the Board has approved written resignation from a contracted professional employee of the District, a termination or non-renewal has occurred, a release from contract has been granted, ~~or if a new position is created within the District, or a vacancy has otherwise occurred.~~ When that official resignation has been received or a position is otherwise available, the Superintendent will post notices in all school buildings and the District Office.

The Superintendent's Office will post notice of any vacancy within the District for ~~ten (10)~~ _____ school days for current teachers or administrators to apply for the position.

- B. Upon the conclusion of the ~~ten (10)~~ _____ school day period, the appropriate administrator will meet with the appropriate building or program administrator, and review all requests ~~for transfer~~ to apply for the open position. The building/program administrator will have the responsibility to interview all final applicants who meet the qualifications needed for the position, and may or may not make recommendation for such ~~in-District transfer~~ applicants after review.
- C. If an transfer applicant is recommended and approved by the building principal, it will be submitted in writing to the Superintendent immediately following such determination. ~~Since~~ If such transfer would ~~automatically~~ create a vacancy in another location, notice of that vacancy will be posted as specified above, with the exception that if the same grade level vacancy for the school has already been posted, the above building notice requirement ~~will~~ may be waived and the existing applicant pool utilized.
- D. Should the building/program administrator determine that he/she does not wish to accept the request ~~for transfer~~ of any individual internal applicants, or no ~~individuals~~ internal applicants have requested a ~~transfer~~ to apply, the principal will give notice to the appropriate administrator, who will prepare a job notice to be posted externally.
- E. An application or letter of interest will be maintained within the District file for a period of one year from the date of inquiry. It is the responsibility of any applicant who desires to be considered for positions within the District to reactivate his/her file annually.
- F. The Superintendent may deviate from the processes outlined in sections A through E above if he/she determines that such deviation is in the best interest of the District.

[Option 2] Notice of Vacancies

Vacancies will be posted only after the Board has approved written resignation from a contracted professional employee of the District, a termination has occurred, or if a new position is created within the District. The Superintendent shall develop procedures for the posting of available positions within the District.

II. Job Vacancy Notices

Any notice from _____ School District No. _____ 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) completed District application form; 2) official transcript of all university or college credits; 3) placement center file; 4) personal resume; 5) verification or eligibility of Idaho certification; and 6) signed statement/release for current and past school district employers.
- C. Timeline for receiving application.
- D. Process notification of how applications will be handled.

III. Application Procedures

It will be the responsibility of any applicant to provide the information listed in II 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 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 (3) 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 twenty 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.

IV. **Preliminary Screening**

- A. 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 ~~will~~ **may** be submitted to the building or program administrator for final screening.
- B. Should the building or program administrator desire to have applicants prioritized, he/she shall make such known to the appropriate administrator who will provide the prioritized list of a number consistent with the pool.

V. **Screening**

- A. The building or program administrator may establish a committee to assist in the final screening process.
- B. The committee, upon receiving the written applications from the appropriate administrator will review those applications for the purpose to:
 - 1. Determine those most suited to the position.
 - 2. Make personal telephone contact with one or more references submitted by the applicant.
 - 3. Contact individuals who might know the candidate, but were not listed as references, if needed.
 - 4. Invite 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.

VI. 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 and Building Principal concur with the recommendation, the Superintendent will:

- A. Authorize a ~~verbal offer of employment~~ statement of intention to employ, pending Board approval, to be made to the candidate.
 - 1. 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 thirty (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 thirty (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.
 - a. If no documentation is received from out of state employers, the District may employ the applicant on a standard Category A contract without utilizing the provisional, non-contracted employment.

- B. Upon receiving a verbal acceptance or written statement of intention to accept 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.
- C. Submit to the Board of Trustees such recommendation.

VII. Board Action

The Board of Trustees of _____ School District No. _____ will:

- A. Have placed before it all candidate names for the position; and
- B. Discuss hiring and in situations wherein the individual qualifications of the applicant are discussed go into executive session pursuant to law; and
- C. ~~Approve~~ Vote relating to approval or disapproval of the candidates; If members of the Board unless they personally have knowledge not available to the building administrator and the screening committee. In that case, the Board will not take action until all concerns have been reviewed by the building/program administrator.

VIII. 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 or designee may declare the position vacant. Should the candidate not be approved, or the person willfully refuse 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.

IX. 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. 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
5100F1-5100F3 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. § 33-512 Governance of schools
I.C. § 33-513 Professional personnel
I.C. § 33-523 Principals to determine new staffing
I.C. § 33-1210 Information on past job performance
I.C. § 65-505 Officials to observe preference
I.C. § 67-2345(a) Executive sessions

Policy History:

Adopted on:

Revised on:

_____ School District No. ____

PERSONNEL

5100F1

[DISTRICT LETTERHEAD]

**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 employer 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).

§ 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

Revised on:

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) and provide a list of their previous school district employers (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 top applicant(s) who are considered being offered for the position. However, in the interests of timeliness, as it may take up to twenty (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 ~~thirty (30)~~ twenty-five (25) 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.
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 thirty (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 (10) 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 thirty (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 thirty (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.

Cross Reference: 5100	Hiring Process and Criteria
5100F1	Authorization for Release of Information Form
5100F2	Request to Employer Form
5100F3	Request for Verification of Certificate Form

Legal Reference: I.C. § 33-1210 Information on past job performance

Policy History:

Adopted on:

Revised on:

Employee Use of Social Media Sites, Including Personal Sites

Because of the unique nature of social media sites, such as Facebook and Twitter including personal sites, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

Protect Confidential and Proprietary Information

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

Do Not Use District Name, Logos, or Images

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

Respect District Time and Property

Choose one from the following options:

Option 1: No Use of Social Media during Work Hours or on District Equipment

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

OR

Option 2: Limited Use of Social Media on District Equipment Permitted

Employees will use e-mail and social media for personal purposes only during non-work times, such as during lunch or before or after school. Any use must occur during times and places that the use will not interfere with job duties, negatively impact job performance, or otherwise be disruptive to the school environment or its operation.

On Personal Sites

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

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

Keep Personal and Professional Accounts Separate

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

Contact with Students

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

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

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

Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including interaction via social networking websites of any nature, e-mailing,

texting, or any other electronic methods will result in the required reporting of such conduct to the Professional Standards Commission by the District's Administration.

Rules Concerning District-Sponsored Social Media Activity

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

- The employee must set up the club, etc. as a group list which will be “closed and moderated.”
- The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means.
- Members will not be established as “friends” but as members of the group list.
- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, or supervisor). Persons desiring to access the page may join only after the employee invites them and allows them to join.
- Parents shall be permitted to access any site that their child has been invited to join. **[Optional** And at least at least one parent or guardian of the students who are group members must also be a member of the group.] Parents shall report any communications they believe to be inappropriate by students or school personnel to District Administration.
- Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team.
- The employee responsible for the site will monitor it regularly.
- The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees' personal social media profiles and pages.
- Postings made to the site must comply with the District's Employee Electronic and On-Line Services Usage Policy.
- The Superintendent reserves the right to shut down or discontinue the group if he/she believes it is in the best overall interest of the students.

Cross Reference: 3270P Acceptable Use of Electronic Networks

Legal Reference: Code of Ethics for Idaho Professional Educators

Policy History:
Adopted on:
Revised on:

Recommended Practices for Use of Social Media Sites, Including Personal Sites

Think Before Posting

Privacy does not exist in the world of social media, therefore the District recommends that employees consider what could happen if a post becomes widely known or how that may reflect on the poster or the District or its patrons. Search engines can turn up posts years after they are created and comments can be easily forwarded or copied. If you would not say it at a Board Meeting or to a member of the media or a colleague consider whether you should the propriety of posting it online.

Be Respectful

Posts should be considered carefully in light of how they would reflect on the poster, colleagues, the District, and/or its students, patrons, and employees.

Remember Your Audience

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes students, fellow employees, and peers. Consider this before publishing to ensure the post will not unnecessarily alienate, harm or provoke any of these groups.

Contact with Students

Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. In order to avoid the appearance of partiality or impropriety, all electronic communications with students should be through the official District e-mail or your work phone. Do not list current students as friends on social media sites, do not give students your personal e-mail address or phone number, and do not text students.

Keep Personal and Professional Use Separate

Staff members who decide to engage in personal social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Such uses will be considered a violation of District policy and may result in disciplinary action. The District reserves the right to monitor communications transmitted and received through the District network. This may include social media messages and updates sent to a District e-mail account.

District Social Media Sites

Notify the District

Employees that have or would like to start a school social media page should contact their Superintendent or designee. All District pages must have an appointed employee who is identified as being responsible for content. Districts should outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. Superintendents should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The Superintendent reserves the right to shut down or discontinue the site if he/she believes it is in the best overall interest of the students.

Have a Plan

Districts should consider their messages, audiences, goals, as well as strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

Protect the District Voice

Posts on District affiliated social media sites should protect the District's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with District policy, state, and federal laws with regard to student and employee confidentiality, and the determination of content.

Policy History:

Adopted on:

Revised on:

PERSONNEL

5330

Employee Electronic Mail and On-Line Services Usage

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

Because of the unique nature of e-mail/internet, and because of the District’s desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/internet usage by all employees:

The District e-mail and internet systems are provided intended to be used for educational purposes only. ~~No district employee may use the District’s e-mail or Internet systems for the promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations or ballot issues, however, use~~

Choose one from the following options:

[Option 1] Use for other informal or personal purposes is permissible within reasonable limits. All e-mail/internet records are considered District records and should be transmitted only to individuals who have a need to receive them and only relating to educational purposes.

The following uses are prohibited:

- The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing;
- Sending unsolicited messages such as advertisements, chain letters, junk mail, and jokes;
- Any commercial use, including buying, selling, soliciting, or advertising goods or services;
- Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender’s e-mail address to third parties without the permission of the sender;
- Sending e-mails that are libelous, defamatory, offensive, or obscene.
- Notifying patrons or the public of the occurrence of a school election by providing anything other than factual information associated with the election – such as location, purpose, etc. Such factual information shall not promote one position over another.

[Option 2] Use for informal or personal purposes is not permissible and shall be considered a violation of District policy and may result in disciplinary action.

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

While the District does not intend to regularly review employees' e-mail/internet records, employees have no right or expectation of privacy in e-mail or the internet, and the District may review any and all e-mail of any employee, at any time, with or without cause. Employees shall not use the District's equipment, e-mail, network, software, etc. to engage in otherwise confidential communications as there is no right or expectation of privacy in any communication using District property and any such communications are subject to review by District personnel. Depending upon content, email/internet communications may potentially be disclosed to any member of the public through a public records request. The District owns the computer, networks, and software making up the e-mail and internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

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

Legal Reference: ~~Idaho Constitution Article VIII, Section 2~~
Idaho Attorney General Opinion No. 95-07
Board of County Commissioners v. Idaho Health Facilities Authority, 96
Idaho 498 (1975)

Policy History:

Adopted on:

Revised on:

PERSONNEL

5500

Personnel Files

The District maintains a complete personnel record for every employee (certificated and classified). Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, Principal, supervisor, the employee, the employee's designee or representative, and school districts requesting information based upon Idaho Code 33-1210.

A log of those persons other than the Superintendent, Principal or other administrative staff, will be kept indicating the date and time of inspection, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies requested. [Optional] All documents contained in the personnel file will be noted on the log and sequentially numbered.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4130.

In accordance with state law including Idaho Code 33-1210, not later than twenty (20) days after receiving a request the District shall release information regarding job performance or job related conduct, as defined by Idaho Code 33-1210(2)(b), to school districts requesting such information for hiring purposes. See Policy 5100 and Procedure 5500P.

The District shall maintain official District files for employees.

An employee's official file shall be kept in the District administrative office. It shall should, at a minimum, contain the following records:

1. Application materials;
2. Contracts of employment;
3. Communications from the administration;
4. Performance evaluations;
5. Rebuttals to performance evaluations;
6. Parental input materials;
7. Written reprimands, directives, commendations, or awards;
8. Original statements/releases to/from hiring school districts;
9. Original acknowledgement of receipt of professional liability insurance providers list;
10. A copy of the employee's job description signed by the employee;

11. A signed acknowledgement that the employee has received a copy of the District's sexual harassment policy;
12. A signed acknowledgement that the employee has received a copy of the District's email and internet use policy;
13. Documentation of additional training received, course work completed, in-service attended, etc;
14. Documentation of fingerprints and background checks;
15. Documentation of record and/or reference checks pursuant to Idaho Code 33-1210;
16. Rebuttal documents;
17. Copies of certifications from the Office of the Superintendent of Public Instruction;
18. Transcripts of credits earned (for credit review purposes);
19. Salary schedule placement;
20. Any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate, sealed file maintained by the Superintendent or a separate, sealed portion of the personnel file. Personal notes of supervisors ~~need not~~ should be placed in the personnel file, ~~but may be maintained in the supervisor's own file(s)~~ if they are relevant to the evaluation of the employee.

Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten (10) days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have ~~seven~~ ~~twenty-one~~ (721) days (from the date written notice of placement) to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file and will be provided copies, upon request within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies requested.

Before any entry is made into a non-certificated employee's personnel file, the non-certificated employee shall be required to review and sign such entry. Should an employee refuses to sign a document going into the personnel file, the document shall still be placed into the employee's file with a note containing the date it was presented to the employee, that the employee refused to sign the document, and the signature of the administrative employee who presented the document to the employee for signature.

Other Files upon Separation

Idaho law recognizes that other files may be kept relative to employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten (10) days of placement in the personnel file and written notice of their inclusion in the file by sending such to the employee's last known address [Optional: via certified mail, return receipt requested]. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

Record Keeping Requirements under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:
 - A. Name in full (same name as used for Social Security);
 - B. Employee's home address, including zip code;
 - C. Date of birth if under the age of 19;
 - D. ~~Sex~~ Gender (may be indicated with Male/Female, M/F, or a Mr., Mrs., Miss, or Ms.);
 - E. Time of day and day of week on which the employee's work week begins;
 - F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
 - G. Any payment made which is not counted as part of the "regular rate";
 - H. Total wages paid each pay period.
 - I. I-9

2. Additional records required for non-exempt employees:
 - A. Regular hourly rate of pay during any week when overtime is worked;
 - B. Hours worked in any work day (consecutive twenty-four-(24)-hour period);
 - C. Hours worked in any work week (or work period in case of 207[k]);
 - D. Total daily or weekly straight-time earnings (including payment for hours in excess of forty (40) per week, but excluding premium pay for overtime);
 - E. Total overtime premium pay for a work week;
 - F. Date of payment and the pay period covered;
 - G. Total deductions from or additions to wages each pay period;
 - H. Itemization of dates, amounts and reason for the deduction or addition, maintained on an individual basis for each employee;
 - I. Number of hours of compensatory time earned each pay period;

- J. Number of hours of compensatory time used each pay period;
- K. Number of hours of compensatory time compensated in cash, the total amount paid and the dates of such payments;

Cross Reference:	4130	Public Access to District Records
	5100	Hiring Process and Criteria
	5205	Job Descriptions
	5240F	Sexual Harassment/Intimidation in the Workplace Policy Acknowledgement
	5330F	Employee Electronic Mail and On-Line Services Use Acknowledgment
	5340	Evaluation of Certificated Personnel
	5820	Evaluation of Non-Certified Staff

Legal Reference:	29 USC 201, et seq.	Fair Labor Standards Act
	29 C.F.R. § 516.2 and 3	Record keeping requirements
	I.C. § 9-340C	Records Exempt from Disclosure – Personnel Files, etc.
	I.C. § 33-517	Non-certificated personnel
	I.C. § 33-518	Employee personnel files
	I.C. § 33-1210	Information on past job performance

Policy History:

Adopted on:

Revised on:

Procedures for Releasing Personnel Records to Hiring School Districts

1. No later than twenty (20) days after receiving a request from a hiring school district under the provisions of I. C. § 12-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job related conduct. [Note – The District may provide records in electronic format.]
 - a. Pursuant to state law, the only information or documentation that the District must provide pursuant to a request under I.C. § 33-1210 is:
 - i. All annual evaluations;
 - ii. Letters of reprimand;
 - iii. Letters of direction;
 - iv. Letters of commendation or award;
 - v. Disciplinary actions and documentation of disciplinary investigations;
 - vi. Recommendations for probation;
 - vii. Notices of probation and notices of removal from probation;
 - viii. Recommendations for termination or nonrenewal;
 - ix. Notices of termination or nonrenewal;
 - x. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate; and
 - xi. Any rebuttal documentation filed by the employee relative to any of the above documents.

In an effort to save time and expense in responding to such requests, the District will provide only the above information in response to a requests for documentation under I.C. § 33-1210. Names of students or fellow employee complainants, other than the employee's administrative evaluator or other administrative authors of communication to the employee shall be redacted from information provided in response to a request.

2. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.
3. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee's personnel file relating to *alleged* verbal or physical abuse or sexual misconduct that has not been substantiated.

4. In fulfilling a request from a hiring school district, the District shall expunge information from an employee's personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee's/former employee's file as well as any medical documentation.
5. No District employee who in good faith discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

Cross Reference: 5100
5500

Hiring Process and Criteria
Personnel Files

Legal Reference: I.C. § 33-1210 Information on past job performance

Policy History:

Adopted on:

Revised on:

Policy Number	Misc.	Fall 2011	ISBA RELEASES		Comments
			Spring 2012	Summer 2012	
1110		Election			Already correct
1405				School Board Use of Electronic Mail and Social Media	
2220			Pre-Kindergarten Programs		
2335				Digital Citizenship and Safety Education	
2440			Online Courses and Alternative Credit Options		
2545				Technology Advisory Council	
2700P			High School Graduation Requirements		
3020 P			Enrollment and Attendance Records		
3265A1				Student Owned Electronic Communication Devices	
3265A2				Student Owned Electronic Communication Devices	
3270				District Provided Access to Electronic Information, Services, and Networks	
3270P				Acceptable Use of Electronic Networks	
3275A1				District Provided Mobile Computing Devices	
3275A2				District Provided Mobile Computing Devices	
3275FA1				Mobile Computing Device Agreement	
3275FA2				Mobile Computing Device Agreement	
3295				Hazing, Harassment, Intimidation, Bullying, Cyber Bylling, Menacing	
3295P				Hazing, Harassment, Intimidation, Bullying, Cyber Bylling, Menacing	
3505			Concussion Guidelines		Please see Tim Cronnelly's comments
3505F1			Acknowledgment of Receipt of Concussion Guidelines		
3505F2			Authorization to Return to Play or Participate		
5100				Hiring Process and Criteria	
5100F1				Authorization for Release of Information on Past Employment with School Employers	
5100P				Procedures for Obtaining Personnel Records for Applicants	
5105		Certificated Personnel-Re-Employment	Certificated Personnel-Re-Employment		Reviewed and Edited based off the Fall Release. Need to look at the Spring Release.
5107		Informal Review			Reviewed and Edited.
5130		Administrative Leave			Reviewed with no changes.
5210		Work Day			Reviewed and Edited.
5220		Assignments, Reassignments, and Transfers			Reviewed and Edited.
5235		Health Examinations			Needs to go to Charlie for Review
5325				Employee Use of Social Media Sites	
5325				Recommended Practices for Use of Social Media Sites, Including Personal Sites	
5325P				Recommended Practices for Use of Social Media Sites, Including Personal Sites	
5330				Employee Electronic Mail and On-Line Serces Usage	
5340			Evaluation of Certificated Personnel		
5350		Certificated Personnel (Relase from Contract)			
5400		Leaves of Absence	Leaves of Absence		
5405		Proof of Illness			New Policy
5410		Family Medical Leave			
5410P		Family Medical Leave Procedure			
5480		Pay for Performance			New Policy

5500				Personnel Files	
5500P				Procedures for Releasing Personnel Records to Hiring School Districts	
5740			Reduction in Force		
5750		Employing Retired Teachers			
6100			Superintendent		
6320			Evaluation of Administrative Staff		
7250			Fund Accounting System		
			Other Policies		
2420	Title I Parent Involvement				Reviewed and Edited
3270	Students: District Provided Access to Electronic Information, Services, and Networks				Please see Georgeanne and Chad Comments
4105	Public Participation in Board Meetings				Duplicate of the Old #1520
4210	Community Use of School Facilities				Please see Charles Recommendation
5330	Personnel-Employee Use of Electronic Communication and Entertainment Devices				Please see Georgeanne and Chad Comments