

OTHER

- 700 Policy of Mountain View School District 244
- 701 Affirmative Action-Grievance Procedure
- 702 Material Selection Policy
- 703 Capitalization of Fixed Assets
- 704 Food Service
- 705 Community Relations
- 706 Copy Right
- 707 Student Information Program
- 708 Retention of District Records
- 709 Volunteer Policies (4600-4600P-4600F)

POLICY OF THE MOUNTAIN VIEW SCHOOL DISTRICT #244  
BOARD OF EDUCATION

700

The Mountain View School District #244 Board of Education herewith affirms their commitment to the fundamental principles of justice, due process, equal protection under the law, and the right to petition for redress of grievances as set forth in the Constitution of the United States - especially in the First, Fifth, and Fourteenth Amendments - and as interpreted by the legislative and judicial branches of federal and state governments with respect to policies of employment and delivery of services in Idaho Schools.

Recognizing the constitutional and legal validity of the principles and procedures set forth in these laws, the Mountain View School District #244 Board of Education, as a matter of basic educational policy, establishes and maintains fundamental human values. Sound educational practices dictate that all who participate in the operation of the public school avoid unfair and discriminatory practices both in the area of personnel administration and in that of delivery of educational services.

With respect to the employment policies, practices, and procedures of the Mountain View School District #244 School Board, the only criteria for the recruiting, selecting, hiring, promotion, compensation, transfer, reassignment, discipline, demotion, lay off, and termination of all employees or applicants for employment will be individual work merit and ability, job qualification, and job performance. Specifically prohibited by this policy is discrimination against employees or job applicants on the basis of sex, age, ancestry, national or ethnic origins, race, color, exceptionality, religion, family relationships, or personal or political patronage. The Mountain View School District #244 School Board will solicit job applications including qualified women and minority candidates and will operate according to the doctrine of equal pay for equal work. At the same time the school district will avoid operating their employment practices according to a quota system or engaging in discriminatory practices of hiring because of minority group membership or because of sex.

With respect to delivery of services, this policy provides that the Mountain View School District #244 Board of Education will take affirmative action to assure that the educational resources and opportunities of this state are made available on an equal basis to all students under the jurisdiction of the state without regard to sex, conditions of birth, ancestry, national or ethnic origin, race, color, exceptionality, religion, family relationships, or personal or political patronage.

The responsibility of implementing this program is hereby assigned to the Superintendent or a designee of School Mountain View School District #244, 714 Jefferson Street, Grangeville, Idaho, 83530, (208-983-0990), who will be responsible directly to the Board. A yearly report on program progress will also be submitted to the Board.

Grievance procedures providing for prompt resolution of student and employee complaints are a part of the Affirmative Action Plan.

This policy and the completed District Affirmative Action Plan will be made available to interested parties upon request.

Adopted 8/20/07

## AFFIRMATIVE ACTION - GRIEVANCE PROCEDURE

701

### A GRIEVANCE CAN BE FILED BY:

Any person, employee, applicant for employment, student, parent, or patron, may contact the Affirmative Action Office of Mountain View School District #244, if that person feels there has been discrimination on the basis of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, or personal or political patronage, in the area of employment, recruitment, training, and promotion of staff or the delivery of educational services to the students of Mountain View School District #244.

### DEFINITION

A grievance is an assertion that there has been discrimination in the areas of employment, compensation, transfer, or promotion of existing employees of the Mountain View School District #244 or of applicants for employment. A grievance may also be filed by a student who feels there has been discrimination in the area of the delivery of educational services. The grievance in these cases may be filed on the basis of race, color, age, sex, religion, birth, ancestry, national origin, family relationship, or personal or political patronage.

### PURPOSE

The purpose of this procedure is to secure equitable solutions to claims of discrimination or preferential treatment of an employee, an applicant for employment, or a student in the area of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, or personal or political patronage.

### PROCEDURE

Employees of Mountain View School District #244 must follow procedures in policy manuals for their respective employment.

The first meeting shall be with the building principal of the aggrieved person. If not absolved, follow thus:

A grievance must be in writing to the Affirmative Action Officer, 714 Jefferson St., Grangeville, Idaho, 83530, Phone 208-983-0990, and meet the following specifications.

- A. It shall be specific.
- B. It shall contain a synopsis of the facts giving rise to the allegation.
- C. It shall state the relief requested.
- D. It shall contain the date or dates of the alleged violation.
- E. It shall be signed by the person filing the grievance.

## RESOLUTION OF A GRIEVANCE

After receipt of a formal grievance, the Affirmative Action Officer will meet with the party in an attempt to resolve the problem. If after a reasonable amount of time, but not more than 30 days (working) the person is not satisfied with the progress of the grievance, the person may submit the grievance, in writing, to the Superintendent or his/her designee.

If the person is not satisfied with the disposition of the grievance by the Superintendent, the grievance may be submitted to the Board or Trustees for final disposition. The request for a hearing before the Board of Trustees must be in writing and submitted to the Clerk of the Board.

The Board hearing will be set at the earliest possible date after the receipt of the written request, but in no case more than thirty (30) working days after notification.

Neither party shall be permitted to assert in the Board hearing any evidence which was not submitted to the other party before completion of the meeting with the Superintendent.

## DISTRICT PROCEDURE FOR GRIEVANCES

A "grievance" is any question concerning the interpretation of a Board policy, Board action of record, published administrative rule, or any action deemed to be discriminatory in nature.

The "grievance" procedure is designed to insure adequate consideration and appropriate solution of grievances, as defined above. Nothing in the procedure should inhibit the continuation of rapport and informal discussion between district personnel.

Grievances may be filed with the Affirmative Action Office and a hearing shall be provided within appropriate time limits established for that purpose.

### Complaints Relative to Grievances

If the Affirmative Action Officer believes the complaint warrants an investigation, the officer shall within two (2) days after receiving notice of grievance:

Require the party alleging the grievance to explain the circumstances in writing.

Require the individual(s) to whom the grievance is being alleged to explain the circumstances in writing. Obtain facts from others who observed or were involved and require a written statement from them.

After reviewing the above data, the Affirmative Action Officer shall then determine whether Formal or Informal action is appropriate.

### Informal Action

If, in the Affirmative Action Officer's judgment, the matter can be handled by an informal conference, the officer may wish to meet with the party alleging the grievance and the party to whom the grievance has been alleged, in an effort to reach mutual agreement on the issue. It is expected that most matters involving a grievance would be handled informally at this level. If the matter cannot be handled informally, the party alleging the grievance shall be informed of his/her right to a hearing (see Formal Action).

### Formal Action

If the Affirmative Action Officer has reason to believe that the party alleging the grievance requires further action, the party alleging the grievance shall be informed in the presence of the Affirmative Action

Officer and a district administrator that he/she has a right to a hearing. The request for a hearing must be made in writing to the officer within 48 hours following notice.

#### Affirmative Action Officer Level

Upon receipt of a request for a hearing, the Affirmative Action Officer or his/her designee may take formal action and select a hearing panel. Said panel shall take the necessary actions to hear the case within four (4) days.

The panel shall consist of the Affirmative Action Officer, or his/her designee, and two certified staff members, who have not been associated with the action.

The hearing officer will provide the party claiming the grievance with a written notice of the hearing. The notice shall include a statement concerning:

Time and place of hearing.

Specific facts alleged.

The right to be represented by an advocate of their choosing (may be legal counsel).

The right to present evidence, call witnesses and cross examine adverse witnesses.

#### Conduct of the Hearing

All rights, stated in the above paragraph shall be provided and all procedures indicated below shall be followed:

Shall be in private (optional).

Hearing need not follow same rules of evidence observed by the courts, but it must be the kind of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs.

A record shall be kept of the proceeding and a copy made available to the party to which the grievance has been alleged.

The hearing panel shall issue a written decision stating the findings and evidence upon which they are based within two (2) days after the meeting.

Said findings and recommendations will be given to the District Board of Trustees at their next regularly scheduled meeting at which time official action will be taken in regard to the matter.

#### Alternate Grievance Procedures for Affirmative Action

Employees, applicants for employment, students and other patrons of this district may have affirmative action grievances heard by any of the following procedures:

District Procedure - It is usually good practice to use local agencies first to seek mediation of grievances. The local procedures for airing grievances is included in the district Affirmative Action Plan.

The District Affirmative Action Plan may be obtained from the Superintendent of Schools, 714 Jefferson Street, Grangeville, Idaho, 83530 (208-983-0990).

The contract person for affirmative action grievances in Mountain View School District #244 is the Superintendent of Schools.

The law also makes these other agencies available to you for mediation or rectification of affirmative action grievances.

The Office of Civil Rights  
Health Education and Welfare  
1321 Second Avenue  
Seattle, Washington 98101  
Phone: (206) 442-0473

Idaho Human Rights Commission  
506 North 5th St.  
Boise, Idaho 83720  
Phone: 384-2873

The Equal Employment Opportunity Commission  
414 Olive Way, 4th Floor  
Seattle, Washington 98104  
Phone: (206) 442-0968

The Wage & Hour Division of the Employment Standards Administration  
Department of Labor  
550 West Fort Street  
Boise, Idaho 83702  
Phone: (206) 442-0968

Adopted 8/20/07

# Library Materials Selection Policy

702

## I. Philosophy

The school library media centers in Mountain View School District #244 espouse the philosophy set out in the AASL *Position Statement on the Role of the School Library Media Program* as adopted by the American Association of School Librarians in 1990. Most importantly, District #244 libraries will reflect the following key points of the position statement:

Materials are selected to meet the wide range of students' individual learning styles. The school library media center is a place where students may explore more fully classroom subjects that interest them, expand their imagination, delve into areas of personal interest, and develop the ability to think clearly, critically, and creatively about the resources they have chosen to read, hear, or view...

The school library media program serves all of the students of the community-- not only the children of the most powerful, the most vocal or even the majority, but all of the students who attend the school. The collection includes materials to meet the needs of all learners, including the gifted, as well as the reluctant readers, the mentally, physically, and emotionally impaired, and those from a diversity of backgrounds. The school library media program strives to maintain a diverse collection that represents various points of view on current and historical issues, as well as a wide variety of areas of interest to all students served. Though one parent or member of the school community may feel a particular title in the school library media center's collection is inappropriate, others will feel the title is not only appropriate but desirable.

## II. Responsibility

The legal responsibility for selection of materials shall rest with the Board of Education of Mountain View School District #244. Upon approval of this selection policy, the Board of Education delegates to each Library Media Center Paraprofessional and the District Library Media Center Specialist the responsibility for final selection of materials. General philosophies, as previously stated, will be the guiding factors in selection. The Library Media Center Paraprofessionals will select materials, after consultation with the District Library Media Center Specialist, faculty members and administrative personnel. The Library Media Center Paraprofessionals will consider student requests in making selections.

## III. Definition of Materials

Materials, as used in this policy statement, may be defined as:

Instructional materials: material used to develop the curriculum according to the basic course of study at the levels of maturity of the student.

Library materials: materials used to support and enrich the curriculum and selected for the faculty and students of the school in which the library media center is located.

Materials may take the form of books in a variety of formats, periodicals, audio-visual items, software, and hardware.

#### IV. Criteria for Selection

##### A. General Resources

A combination of the following evaluative criteria shall be used as a guideline in selecting materials:

1. contribution to the curriculum and the educational goals of the school;
2. literary and artistic excellence;
3. lasting importance or significance to a field of knowledge;
4. relevance to the interests of students;
5. favorable reviews found in standard selection sources;
6. favorable recommendations based on preview and examination of materials by professional personnel, adults with special expertise, and students' suggestions;
7. reputation and significance of the author, producer, and publisher;
8. currency or timeliness of material;
9. contribution to the breadth and diversity of representative viewpoints on controversial issues;
10. contribution to multicultural and pluralistic awareness;
11. high degree of potential user appeal;
12. quality, durability, and variety of format;
13. suitability of format and appearance for intended use;
14. material is commensurate with cost and/or need.

##### B. Non-print Resources

Non-print resources include, but are not limited to video tapes and DVDs, laser disks, on-line databases, sound recordings, CD-ROMS, computer software, graphic materials, maps/globes, microforms, learning kits, games, transparencies, and archival materials that support the established learning goals of the Mountain View School District library media centers. In selecting non-print resources, each item should be considered for its merit and value in the collection. Materials will be previewed whenever possible before a determination for



selection and purchase is made. Previously stated criteria for selection should be applied, with some additional considerations:

1. availability and capability of existing and currently owned hardware to utilize the format;
2. appropriateness of format;
3. addresses instructional goals and supports curriculum taking into account learning styles, and the developmental abilities and adaptive technology needs of the students;
4. ease of use and/or availability of training or customer support;
5. sufficient documentation;
6. licensing agreements;
7. technical quality;
8. accurate and reliable presentation of information.

### C. Internet Resources

There are many Internet Web sites available that provide significant information, and supplement the resources of the school library media centers. In selecting Internet sites it is important that the site be chosen for support of the goals of the educational community based on application of previously stated criteria. The following considerations should also be made:

1. relevance to the curriculum and interests of the learning community;
2. format accessible for the intended audience: the text is readable and graphics appropriate;
3. ease of access;
4. availability of equipment for viewing;
5. sites developed by authoritative sources are preferred;
6. accuracy and currency of information;
7. favorable reviews when available;
8. inclusion in recognized professional educational resources and collection development tools;
9. extends the learning experience of the students or the instructional resources of the classroom teacher beyond available print and non-print resources in the school library media center.

Internet web sites accessed in the library will comply with the Children's Internet Protection Act and be in compliance with the Mountain View School District Network Acceptable Use Policy 543.

### V. Resource Selection and Purchase Process

Requests and suggestions are sought from students, staff, parents, and other members of the school community. The Library Media Specialist and paraprofessionals read current reviews

from professional literature and other reviewing sources recognized for their expertise. Purchases are also based on the needs of the collection as determined in the Collection Development Policy created by the Library Media Specialist. This policy is based on current and past use and average age of each area of the collection. The selection process also includes the replacement of lost and worn materials and the removal of materials no longer current, applicable to the curriculum, or containing stereotypes and biases. The disposal of these deselected materials shall be according to established guidelines.

Gift materials, sponsored materials, and other donations are evaluated by the same criteria as purchased materials. Gifts are a way for patrons and community members to help the public school library. Gifts may come in the form of donated materials, money and subscriptions to newspapers or magazines. If the donation does not meet the same criteria as purchased materials, every effort should be made to find an appropriate home for it.

## VI. Procedure for Handling Objections to Materials

Occasionally objections to materials may be made. The procedure concerning complaints is as follows. Its purpose is to provide for a hearing to determine appropriate action within the context of the principles of freedom of information, the students' right to access of materials, and the professional responsibility and integrity of the school faculty. No materials shall be removed from the library before the process of review is completed.

A. All complaints to staff members or administrators shall be reported to the Library Media Paraprofessional and / or the District Library Media Specialist, whether received by telephone, letter, or in personal conversation.

B. Upon receiving the complaint, the Library Media Paraprofessional or the District Library Media Specialist will request that the patron sharing the complaint complete the Citizen's Request for Reconsideration of Library Materials.

C. Upon receiving the official complaint previously referred to as the Citizen's Request for Reconsideration of Library Materials, the District Library Media Specialist will notify the building principal and the District Superintendent and supply them with copies of the completed Citizen's Request for Reconsideration of Library Materials. While no questioned materials shall be removed from the school library media shelf pending the reconsideration process, access to questioned materials can be denied to the child (or children) of the parent(s) or guardian(s) making the complaint, if they so desire.

D. The District Library Media Specialist will chair and convene a Reconsideration Committee to review the complaint within two weeks of receipt of the completed Citizen's Request for Reconsideration of Library Materials. The Reconsideration Committee shall consist of the building principal, the building Library Media Aide, two teachers from the building, a Library Media Aide from a second building in the district, and a School Board

Representative. Should there be a conflict of interest; other representatives will be appointed by the District Library Media Specialist and/or District Superintendent.

E. The Reconsideration Committee process shall include the following steps:

1. Read, view, or listen to the challenged material.
2. Check general acceptance of the material through the reading of critical reviews and consulting recommended lists and collection development tools.
3. Determine the extent to which the material adheres to the selection guidelines.
4. Weigh merits against faults to form opinions based on the material as a whole, and not on passages isolated from context.
5. The Reconsideration Committee shall prepare a report on the challenged material containing their recommendations on the disposition of the matter and deliver it to the Mountain View School Board in a timely manner.

F. The Mountain View School Board shall review the recommendations of the Reconsideration Committee and make a final determination on the matter. They will notify the complainant of their decision in writing. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the material. The School Board's determination to keep or dispose of the item in consideration based on the Committee's findings shall be administratively final, binding, and conclusive. The School District Media Specialist will then complete the *ALA Intellectual Freedom Challenge form* found in the Idaho SLIM as appendix 1 for the purpose of ongoing statistical collection.

## VII. Weeding and Disposal of Resources

Material will be weeded when it has been out of circulation for five to ten years; is too badly in need of repair; contains information that is no longer factual, or is biased, racist or sexist; or is no longer a benefit to the education of our students. The copyright date of the material will be assessed to determine the value of the information within. Materials that should not be weeded without careful consideration include genealogy, material by local authors, and award winners.

Materials withdrawn from the library collection will be marked "discard" and will be removed from the catalog / OPAC. Material will be disposed of in accordance with Mountain View School District policy for disposal of equipment and materials.

The District Library Media Specialist and the Library Aides will refer to the Crew Guidelines for weeding when considering materials to be withdrawn from the collection.

Adopted: 8/20/07

Revised: (1/24/11)



CITIZENS REQUEST FOR RECONSIDERATION  
OF LIBRARY MATERIALS

TITLE \_\_\_\_\_ book \_\_\_\_\_ magazine \_\_\_\_\_ other \_\_\_\_\_

Author (or Director if AV) \_\_\_\_\_

Publisher or Distributor \_\_\_\_\_

Request initiated by (name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Do you represent: \_\_\_\_\_ Yourself \_\_\_\_\_ Organization or Group

Name of organization represented \_\_\_\_\_

1. To what do you object in the work noted above: Please be specific. Cite pages, specific scenes, etc.  
\_\_\_\_\_

2. Did you read or view the entire work: \_\_\_\_\_  
What parts? \_\_\_\_\_

3. What do you feel might be the result of reading/viewing this work? \_\_\_\_\_  
\_\_\_\_\_

4. For what age group would you recommend this work? \_\_\_\_\_

5. For what do you believe is the theme of this work? \_\_\_\_\_  
\_\_\_\_\_

6. Is there anything good about this material considered as a whole? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What would you like the library to do about this work?  
\_\_\_\_ Return to staff selection committee for re-evaluation.  
\_\_\_\_ Other. Explain  
\_\_\_\_\_  
\_\_\_\_\_

8. Comments:

SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

## CAPITALIZATION OF FIXED ASSETS POLICY

703

### PURPOSES

To establish a policy by which fixed assets will be capitalized.

The investment in property, buildings, and equipment comprises a substantial portion of the total assets for the School District. It is important to properly record and account for the acquisition, transfer, addition, and deletion of such items. All fixed asset accounts are controlling accounts and should be supported by appropriate inventory records.

REFERENCE: National Council on Governmental Accounting Statement No. 1 and Governmental Accounting Standards Board Statements No. 6 and No. 8.

### I. DEFINITIONS

#### A. Capitalization Policy

A Policy that determines which District-owned and leased assets will be capitalized for purposes of financial reporting and inventory control processes.

#### B. Fixed Assets Categories

Fixed assets consist of land, buildings, and improvements thereon, equipment, school busses, and furniture. Real property held as investments is not included in the fixed asset category.

Land – All tracts of land acquired by purchase, gift or bequest, or otherwise acquired, are included in the accounting records. When land is purchased, the valuation includes the amount paid for the land itself and all costs incidental to its acquisition. These costs include legal expenses, broker's fees, and expenses incurred in preparing the land for use, such as building demolition and grading. When acquired by gift or bequest, the land is recorded at fair market value at the date of acquisition. An independent professional appraisal is considered appropriate for establishing the valuation of land and buildings acquired by gift or bequest.

Buildings – All buildings and structures, including all permanently attached fixtures, machinery, and other apparatus that cannot be removed without cutting into walls, ceilings, or floors, or otherwise damaging the building for the items so removed, are included in this classification. When buildings are purchased or acquired by gift or bequest, the valuation method to be utilized is the same as that for land. Care should be taken to allocate all elements of related cost proportionately between the buildings and the land.

When buildings are constructed, all identifiable direct costs are included, such as payments for insurance and interest during the construction period. If the District's own labor forces construct the building, the cost should include properly allocated overhead or indirect costs.

Significant alterations, structural changes, extraordinary repairs, and replacements or betterments that increase the usefulness, efficiency, or life of existing building should be added to the recorded valuation as noted later.

Improvements Other Than Buildings – All improvements to land other than buildings such as streets, roads, bridges, pavements, landscaping, and utility distribution systems are included. The valuation method is the same as for land and buildings.

Equipment – Equipment includes all personal property with an extended useful life in excess of one year and is not altered materially through use.

If equipment is purchased, the item is recorded at net, which is the invoice price, less all discounts, plus freight. Trade-in allowances are not deducted in determining the asset value to be recorded.

Equipment (Continued) – if an item is fabricated, recording of the asset includes the total of all identifiable direct costs including materials, supplies, labor, installation, and indirect costs.

If acquired by gift, the items are recorded at a fair estimate of value at the date of acquisition. Surplus property acquired from the federal government is shown at the value placed on the property by the federal government plus freight and installation costs, unless the value reported is clearly unreasonable. If an item acquired by gift or as surplus property is of significant value, a professional independent appraisal will be utilized to establish the recording value.

Construction in Progress – This classification includes all projects for construction of buildings, other improvements, and equipment that are in progress at the end of the fiscal year. The valuation includes all accrued capitalized costs.

Excess (Surplus) Property – When excess property is sold outside of the institution, the amount realized from the sale is credited to revenue from sale of excess property. Disposition of the proceeds from the sale depends on the source of funds for the original acquisition of the assets, as well as other legal or administrative policies. If no other restrictions exist, disposition is at the discretion of management.

#### C. Capital Equipment and Vehicles

The District’s capitalization policy for equipment includes District assets purchased, donated and lease-purchased machinery, and equipment not affixed to a structure.

1. Stand alone equipment purchased or donated must meet the following criteria before being capitalized:
  - a. The item has an expected useful life in excess of 3 years; and
  - b. The item's original unit cost or estimated fair market value of donated assets is over \$3,000.
  - c. Computer equipment purchased to enhance existing computer hardware with a unit cost in excess of \$3,000 and extends the expected useful life in excess of 3 years.
  - d. Items with an original unit cost or estimated fair market value of donated assets of \$300 to \$3,000 will be tracked as “Equipment Inventory” for accountability purposes, but will not be capitalized for depreciation purposes.
2. Improvements (Betterments) to an existing capital equipment asset must meet both of the following requirements to be capitalized:
  - a. The life of the asset is prolonged for more than 3 years; and
  - b. The cost of the improvement exceeds \$3,000.
3. Leased equipment, not subject to lease purchase, will not be capitalized.

#### D. Capital Improvements

1. Improvements made to property, District-owned or leased, will be capitalized if both of the following criteria are met:

- a. The total expenditure is \$10,000 or more, and
  - b. The properties' useful life is extended for 10 years or more, or there is a change in use that significantly increases the value or extends the life.
2. Expenditures that are of a refurbishing or a repair nature will not be capitalized. Refurbishing or repair expenditures are defined as those expenses that do not change the function of the asset, significantly extend the life of the asset, or appreciably increase the value of the asset.  
For example:  
Landscaping  
Carpet installation  
Painting  
Drapery cleaning and installation  
Asbestos removal  
Insulation  
Improvements totaling less than \$10,000
  3. Leased property, not subject to lease-purchase, will not be capitalized.

E. Depreciation Method

1. Depreciation will be calculated on the straight-line method of accounting over the estimated life of the asset based upon the useful life table provided by the Association of School Business Officials International.

Adopted 8/20/07

## FOOD SERVICES

704

8200-1

The District supports the philosophy of the National School Lunch Program and shall provide wholesome, appetizing and nutritious meals for children in the District's schools.

Because of the potential liability of the District, the food services program shall not accept donations of food without the approval of the Board. Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school meals.

### Commodities

The District shall use food commodities made available under the Federal Food Commodity Program for school meals.

### Free and Reduced Price Food Services

The District shall provide free and reduced price meals to students according to the terms of the National School Lunch Program and the laws, rules and regulations of the state. The District shall inform parents of the eligibility standards for free or reduced price meals. Identity of students receiving free or reduced price meals will be confidential in accordance with the National School Lunch Program guidelines. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services to a designated hearing official. The Board may establish programs whereby meals may be provided in the District in accordance with National School Lunch Program guidelines. The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

### Food Services Procedures for Meal Charges, Notification Process & Alternative Meals Provided

8200-1

- I. Meal Charges
  - a. Number of Charges by students allowed will be as follows:
    - i. K-8 grades -- No student may accrue more than 3 meal charges at any one time.
    - ii. 9-12 grades – No student may accrue more than 1 meal charge at any one time.
    - iii. Adults – No charges are allowed for adult meals
- II. Notification Process
  - a. Combination process will be utilized to inform parents or guardians of meal charges by their students.
    - i. Charge numbers one and two will constitute a reminder to the student by the food service staff that the charges may not accrue beyond three charges.
    - ii. Charge number two will involve the student and food service staff calling the parent or guardian to provide notification of the charging limits.
    - iii. Charge number three will constitute a call from the principal's office to inform the parent/guardian that the limit has been reached and no further meals will be provided other than 1 alternative meal until the billing has been satisfied with payment.



#### Alternative Meal Provision

- b. Student nutrition is important and one alternative meal will be provided as follows to those students deemed in need based on recommendation and approval by the building principal:
  - i. Meals will consist of a basic sandwich and milk.
  - ii. No alternative meals will be provided beyond the 1 limit without authorization by the building principal.

#### Nutrition

8210-1

The District shall provide school meals which meet or exceed the nutritional standards required by state and federal school lunch programs.

The Superintendent shall establish rules for the sale of foods during the school day. To encourage the eating of nutritious lunches, competitive food services shall be limited in operation on school premises during or for the period of one (1) hour before and after the lunch period.

Any food sales of an occasional nature must have the prior approval of the principal.

Cross Reference: 8200 Food Services

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act

Policy History:

Adopted on: 12/20/2004

Adopted on: 8/20/07

## COMMUNITY RELATIONS

705 4400

### Relations with the Law Enforcement and Child Protective Agencies

The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District shall strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective and school authorities shall be established. Such procedures shall be made available to affected staff and periodically revised.

Legal Reference:    I.C. 33-205            Denial of school attendance  
                          I.C. 33-1605            Reporting of Abuse, abandonment or neglect

Adopted: 2/20/06

Adopted: 8/20/07

## COPYRIGHT POLICY

706

(2150-2150P)

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

Under the “fair use” doctrine, reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District’s copying procedures and obey the requirements of the law. Under no circumstances shall District staff be required to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District’s procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Legal Reference: 17 USC 101 to 1010 Federal Copyright Law of 1976

Adopted: 3/20/06

Adopted: 8/20/07

## COPYRIGHT COMPLIANCE

### Authorized Reproduction and Use of Copyrighted Material in Print

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay or short poem; or a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per pupil for classroom use if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity
  - a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
  - b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)
  - c. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose or poetic prose.
2. Spontaneity. Should be at the “instance and inspiration” of the individual teacher.
3. Cumulative Effect. Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from collective work or periodical issue during one (1) class term. Teachers are limited to nine (9) instances of multiple copying in one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works. “Consumable” works include; workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprint or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

### Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy of an unpublished work which is in its collection; and a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy

## COPYRIGHT COMPLIANCE (cont.)

shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print.”

### Authorized Reproduction and Use of Copyrighted Music

A teacher may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work, for purposes of preparing for instruction.

A teacher may make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song.

In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.

Adopted: 3/20/06

Adopted: 8/20/07

## **Student Information Management Policy**

707

[3601-3603]

The Board of Trustees of Mountain View School District #244 directs the Superintendent to comply with the requirements set forth in I.C. § 33-120A Student Information Management as well as the responsibilities set forth in I.C. § 33-512 (17). The Superintendent in his/her discretion shall enact procedures to implement district compliance with district and/or state policy.

### **Purpose:**

This policy provides direction for establishment, operation and maintenance of a district-wide education information management system and the subsequent integration with the Statewide Student Information Management as provided for in State Board Policy.

**Board of Trustees** – The Board shall provide for, and oversee the establishment and ongoing operation and maintenance of a district-wide Student Information Management Policy implementation through state (I.C. s 33-1002(2)(k)) and local resources. The Board may utilize Student Information Management data to inform governance decisions and to create and implement effective policy leading to efficiencies in the delivery of educational services as well as increasing student achievement.

**Administration** – District administration will implement, operate and maintain Student Information Management district-wide as directed by the Board of Trustees. Moreover, administration will utilize data from Student Information Management to aid in the creation of greater effectiveness and efficiencies in the management of district resources with a focus on student achievement.

**Instructional** – instructional staff will utilize Student Information Management to aid in the day-to-day process of student management and to inform instruction with the goal of increased student achievement.

**Non-instruction** – non-instructional staff will utilize Student Information Management to aid in the management of the day-to-day operations of the district’s educational system.

**Parent/Guardian** – parents or legal guardians will be provided access to the Student Information Management portal for communicating with the school administration and instructional staff. The portal will provide a conduit for real-time information and data on their student’s progress.

### **Data Access, Security and Confidentiality-3602**

#### **Purpose:**

This policy provides for security and confidentiality ensuring all student data, including student identifiers, records, and class materials will be maintained in compliance with Federal and State law, Family Education Rights and Privacy Act (FERPA) and State Board rule governing the confidentiality of student information related to FERPA Policy §548.

Subject to Board approval, the Superintendent will:

- Create a process to authenticate requests for access to the district and state systems from parents, educators, and government agencies with comport to state and federal laws and regulations.
- Create the secure transfer of data within the district education information management system to the state system.
- Approve changes to the definition of appropriate access and procedures; however, such changes are subject to board ratification at the next scheduled board meeting.

### **Electronic Transfer or Release of Records-3603**

It is the policy of Mountain View School District #244 Board of Trustees to adhere to all existing School District Policy, state and federal law identified by the Family Education Rights and Privacy Act (FERPA) regarding the access and disclosure of identifiable student information and health information contained in a student's educational record.

#### **Purpose:**

This policy provides direction for the transfer of confidential student data within the Student Information Management System as provided for in State Board Policy.

For the purposes of this policy "confidential information" means any information regarding a child receiving services supported in part or in whole by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is contained in the student's educational record and is required by state or federal law or rule to be maintained in a confidential manner.

The school district will follow the rules promulgated by the State Board of Education for authorizing access to and transfer or release of confidential information for the purpose of gathering statistical information, conducting studies or state and federal accountability reporting as authorized by law or State Board Rule.

The school district will transfer and release confidential information for the above stated purposes in accordance with this policy to:

1. The State Department of Education
2. The State Board of Education
3. The State Division of Professional-Technical Education

*Unless otherwise permitted by state or federal law or regulation, confidential information will only be electronically released or transferred to the below described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by the state to execute such consent (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.*

1. The Department of Corrections
2. The Department of Health and Welfare
3. Statutorily-constituted juvenile bureaus or agencies
4. Other school districts upon their request and compliance with the law
5. Idaho Youth Court
6. Other

Legal References:

I.C. § 33-105 Authority of the State Board of Education  
I.C. § 33-120A Student Information Management System

I.C. § 33-512 Local Authority and Duties of School Boards  
I.C. § 33-209 Transfer of Student Records  
I.C. § 32-717A Parents Access to Records  
Family Educational Record and Privacy Act, 20 USC  
123g, 34 CFR Part 99  
State Board Policy, Section IV, Agency Affairs, Paragraph  
B. State Department of Education, Item 10.

Policy History:

Adopted on: 7/19/05

Adopted: 8/20/07



## Retention of District Records

708

In compliance with Section 33-506, Idaho Code, the Board of Trustees of Mountain View School District #244 establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

It is the policy of Mountain View School District #244 Board of Trustees that district records shall be retained and/or disposed of as follows:

1. Records to be retained permanently:
  - Official Board Minutes in official minute book, including attachments
  - Titles, Deeds or Certificates, Easements, Water Rights to District property
  - Court orders and related pleadings
  - Certificated personnel folders, registry of teacher certifications, teachers contracts
  - Annual attendance summaries by building
  - School certifications reports
  - Master Pupil personnel Records (Student records)
  - Annual reports to Board
  - Audited Financial Statements
  - Adopted School budgets
  - Personnel records
  - Bond Documents
  - Construction documents and drawings
  - Legal documents
  - Accidents reports/claims
2. Records to be retained three (3) years:
  - Bills and receipts
  - Paid tax anticipation notes
  - Levy certificated
  - Auditor's remittance reports
  - Correspondence
  - Copies of State and Federal reports
  - Enrollment attendance data
  - U.S.D.A. (3 years from submission of final expenditures)
3. Records to be retained for five (5) or more years:
  - Bank statements
  - Canceled checks, warrants, paid claims and vouchers (IC-33-701)
  - Title I Records or until all pending audits or reviews are completed
  - Chapter 2 or until all pending audits or reviews are completed
  - Title VI-B or until all pending audits or reviews are completed
4. Records to be retained for seven (7) or more years:
  - Payroll registers
  - Invoices from vendors
  - Bond certificated (canceled)

5. Records to be retained for other time periods:

Canceled bonds and coupons, one (1) year following repayment in full of entire bond issue

Listing of official bids in the Board Minutes, one (1) year

Ballots and oaths of election, until canvassed and recorded in the minutes (not less than eight (8) months following election)

Expired liability/property insurance policies, eight (8) years

Expired workers' compensation insurance policies, ten (10) years

In the event that district records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

The district's official records and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed of. The Board of Trustees must approve any request from the district to destroy records.

Adopted: 8/20/07

## Volunteer Policy

709  
(4600)

### Volunteer Assistance

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

### Definition of Volunteer

Volunteers are persons who assist, without compensation, in school or District programs. Volunteers are enlisted to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

- Has not entered into an express or implied compensation agreement with the District;
- Is excluded from the definition of "employee" under appropriate state and federal statutes;
- May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- Is not employed by the District in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks.

The superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication between the volunteer and District personnel, with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 709P (4600P).

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

## Volunteer Procedures

709P  
(4600P)

### Volunteer Assistance Procedures

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator. While the District acknowledges that volunteers serve a valuable role in our schools, for the sake of the safety and well-being of our students, the following procedural guidelines apply with regard to volunteers.

### Qualifications and Requirements.

The qualifications and requirements of a volunteer include:

- A. Be a community member of good standing and possess an aptitude/interest for working with students and teachers.
- B. Be dependable and of appropriate character to work with students and teachers.
- C. All volunteers who have unsupervised access to children must complete a Criminal History Records Check supplied by the District prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- D. Read the district's policy and procedure regarding volunteers.
- E. Complete a Volunteer Application provided by the District.

Fair Labor Standards Act. Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

- The employee must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.
- Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.
- The individual may not be employed by the same school district to perform the same type of services as those for which the individual proposes to volunteer.

### Additional Requirements.

- A. Any volunteer who falsifies information on his/her application will not be eligible for service.
- B. Volunteers will work with students in areas designated by school staff.
- C. Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.
- D. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- E. Disciplinary issues should be referred to the student's teacher.
- F. Volunteers may not be in possession of or under the influence of alcohol or illegal substances.
- G. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the principal will inform the applicant that he/she may not perform volunteer services in the District.

### Background Check.

The District shall conduct, at volunteer's expense, a state criminal records check on all volunteers who have supervisory responsibility for children at a school site or on school sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the principal or designee and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the candidate will not be recommended.

- A. Convicted of any crime against persons.
- B. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- C. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or the applicant's spouse.
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or the applicant's spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the district application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

#### Selection and Placement of Volunteers.

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make disciplinary decisions regarding students or other personnel. Volunteers shall not make decisions regarding procedures of projects or services without first getting input from the supervisory personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.

#### Supervision.

All volunteers shall provide assistance only under the direction of a member of the professional administrative and teaching staff. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the building principal as soon as reasonably possible.

#### Relationship Between Schools and Volunteers.

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff.

Any issues that may arise will be referred to the volunteer coordinator or school principal as appropriate.

All volunteers working in schools will be under the direction of an accountable member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

#### Orientation and Training.

The superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal.

### Duties and Responsibilities.

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to situations which may be directed by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.

Additional specific areas in which a volunteer may be used are as follows:

- Reading stories to students
- Assisting in supervising the loading and unloading of buses
- Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.
- Assisting in technology
- Lecturing on special topics
- Helping set up science experiments
- Acting as host for school functions
- Providing exhibits
- Arranging and assisting in field trips
- Assisting in supervising playgrounds
- Tutoring
- Contacting groups of parents by telephone
- Organizing parents for special projects
- Mentoring
- Participating in business and community partnerships

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

### Orientation.

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school in a responsible manner.

- A. Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
- B. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
- C. All volunteers will be oriented on the following:
  - Volunteer guidelines, policies and procedures
  - Expectations for creating positive school climate
  - Safety and security issues
  - Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, principal or guidance counselor of the school.
  - Transportation
  - Dress Code

- Sexual Harassment
  - Blood borne pathogens
- D. Volunteers may receive initial training from any school principal, teacher or volunteer coordinator.
- E. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.
- F. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the district office or at a local school each month.

#### Termination.

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:

- A. Breach of confidentiality concerning student or other privileged information.
- B. Unlawful conduct or breach of the District rules and regulations.
- C. Physical or emotional stress which incapacitates the volunteer.
- D. Inability to cooperate and work effectively with site staff and students.
- E. Activities that threaten the order or security of the site or the safety of the volunteer.
- F. Erratic or unreliable attendance or behavior.
- G. Unsatisfactory service.
- H. Sexual misconduct.
- I. Providing falsified information on the application.
- J. Establishing inappropriate relationships with youth served.
- K. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his/her services when circumstances which in the judgment of the administrator necessitate termination.

Adopted on: 9/17/07



**Volunteer Confidentiality**  
**709F**  
4600F

**Volunteer Confidentiality**

In the course of their work in the school, volunteers might have access to student records. To make sure volunteers know the importance of keeping records confidential, the Mountain View School District requires all Volunteers to sign this Volunteer Code of Confidentiality.

**Code of Confidentiality for Volunteers**

1. All student records should be considered confidential.
2. Volunteer should guard against leaving records in a place where they can be viewed by others.
3. Volunteers should never share copies of records.
4. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher, principal, or guidance counselor.
5. Volunteers should not discuss or repeat information overheard from teachers or administrators while in the school or at school-sponsored functions.
6. Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared by volunteers with administrative approval. Volunteers should never share copies of student information without administrative approval.
7. Concerns or questions of issues of confidentiality regarding student records should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge by the volunteer or school personnel of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Adopted on: 8/20/07

Revised on:

**MOUNTAIN VIEW SCHOOL DISTRICT #244  
VOLUNTEER APPLICATION**

709F  
4600F

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read the District's policy regarding volunteers. A criminal history/fingerprint check will be obtained for volunteers who have unsupervised access to children. The school's volunteer coordinator will contact you upon the application process being completed.

Personal Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Race: (optional) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Selection:

1. List all schools where you will volunteer:

_____	_____
_____	_____
_____	_____

2. If you have children attending those schools, list the child's name, grade and school:

Child's First & Last Name: \_\_\_\_\_

School Child Attends: \_\_\_\_\_

Grade: \_\_\_\_\_

Child's First & Last Name: \_\_\_\_\_

School Child Attends: \_\_\_\_\_

Grade: \_\_\_\_\_

Volunteer Availability:

I am available at the following times:	Monday	A.M.	P.M.
	Tuesday	A.M.	P.M.
	Wednesday	A.M.	P.M.
	Thursday	A.M.	P.M.
	Friday	A.M.	P.M.

Education Information:

Provide highest level of education completed: \_\_\_\_\_

Employment Information:

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Years with Employer: \_\_\_\_\_

Past Volunteer Experience:

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Can we contact Supervisor? Yes                  No

Name of Supervisor & Supervisor's Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

When did you volunteer? From: \_\_\_\_\_ To: \_\_\_\_\_

References:

List two references who have known you for at least one year and are not related to you. Please notify your references to expect us to contact them.

Name # 1: \_\_\_\_\_

Name # 2: \_\_\_\_\_

Phone: Relationship: \_\_\_\_\_

Phone: Relationship: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Background

Security Information:

To safeguard the children we serve, Mountain View School District #244 screens volunteer applicants. All information is confidential and will not be shared.

Yes    No    NA                  If warranted by the volunteer position I am applying for, I will cooperate with the Mountain View School District in obtaining fingerprint background check.

Yes    No                  Have you ever been convicted of a felony? If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_



IDAHO STATE POLICE  
BUREAU OF CRIMINAL IDENTIFICATION



NON-CRIMINAL JUSTICE CRIMINAL HISTORY RECORDS  
FINGERPRINT CHECK REQUEST  
of the Idaho Central Repository of Criminal History Records

Yes No Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the district's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify Mountain View School District #244 from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

Date

**A completed fingerprint card must be attached to this request. Submit a separate form for each request. Please print clearly in blue or black ink.**

REQUEST (check one)			
I am requesting an Idaho criminal history check on the subject named below..			
I am requesting a copy of my Idaho criminal history check..			
Name		Date of Birth	
Requester Name (if different)		Reason for Criminal History Check	
Address of Requester (Results will be mailed to this address.)			
RESULTS			
Record Attached	No Record Found	BCI Initials	Date

*General Information: An individual may obtain a copy of an Idaho record through the following procedure **Submit a set of rolled fingerprints of the subject of the check on an applicant fingerprint card. These will be used to search the BCI database of fingerprints. BCI will return the fingerprint card with the search results.***

***Fingerprints provide a positive method of identification. The fingerprint card must be completed and include: name (print), alias names (including maiden and previous married names), current address, sex, date of birth, and (optionally) social security number. The subject of the check must also sign and date the card. The date must be within 180 days of the fingerprint card submission.***

***A check made payable to Idaho State Police must accompany the fingerprint card. The fee is \$10 for each fingerprint check. A \$20.00 processing fee will be charged for any returned checks.***

***This request may be hand delivered or mailed to the address below. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.***

***The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.***

***Idaho code 67-3008 (6) states, "A person or private agency, or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or a court without a signed release of the subject of record or unless otherwise provided by law."***

***P.O. BOX 700 MERIDIAN, ID 83680-0700 - (208) 884-7130 - FAX 884-7193***

***COMMUNITY RELATIONS 4600F(2)***

## Resolution to Negate Various Policies in Conflict with State Laws

710

WHEREAS, the Idaho Legislature has enacted an education reform package affecting the contract rights, collective bargaining rights, and timing of various employment related issues involving Idaho school districts and employees of Idaho public schools; and

WHEREAS, the School District has enacted certain policies and procedures in handbooks, correspondence, official school district policies and procedures, and any such other similar documents that also address various employment related issues between employees of the School District and the School District itself; and

WHEREAS, the School District is mandated to adhere to the recent legislative changes affecting employment relationships between the District, the local education association and its members as well as individual certificated employees of the District; and

WHEREAS, there exists insufficient time for the School District to examine each and every document, policy, or procedure that may now be in conflict with recent legislative changes;

NOW THEREFORE BE IT RESOLVED, that any requirement, condition, term, policy, procedure, time deadline, other matter, or document in conflict with the Idaho legislative changes regarding employment relationships, collective bargaining, employee rights, contract terms, and any other condition including any such inconsistency giving greater rights than permitted by newly enacted and existing statutes shall be hereby rescinded and changed to read consistently with the statutes enacted by the Idaho legislature.

Adopted on: 4/25/11