

# Mountain View School District #244

## Board of Trustees

### Code of Ethics/Operating Procedures Policy 1600

The Mountain View School District Board of Trustees Mission is ***“Educational Excellence for All”***. To which stands that:

For the purpose of promoting, maintaining and enhancing teamwork among the members of the Board of Trustees and between the Board and Administration, we the members of the Mountain View School District Board of Trustees publicly commit ourselves collectively and individually to an adopted set of Code of Ethics/Operating Principles. We also believe that the manner in which we conduct our business sets an example and a standard for the staff, students, parents and community. Thus, we commit to model the practices outlined in the Code of Ethics/Operating Principles:

1. The Board of Trustees, as stewards, will represent the needs and interests of ALL the children of our school district. Their educational welfare is the Board's greatest concern;
2. The Board, as stewards, will represent the needs and interests of ALL the patrons of our school district and will be good stewards of tax dollars;
3. The Board respects the right of the public to be informed about district decisions and school operations;
4. The Superintendent is the Chief Executive Officer of the District. He/she is to advise the Board, provide recommendations, and propose options on matters pending before the Board. The Superintendent shall be present at all meetings, except when the board is considering the superintendent's evaluation, contract or salary;
5. The Board will establish the vision, adopt and revise policy, and assume accountability after full discussion at publicly held board meetings, recognizing that authority to administer policy and manage the schools rests with the Superintendent;
6. The Board, with input of the Superintendent, will set clear goals for the school district;
7. The Board Chair or designee is the Board spokesperson, and the Superintendent or designee is the school district spokesperson;
8. The Board Chair and Superintendent jointly set meeting agendas;

9. Board members will do their homework, be on time, attend all regularly scheduled sessions, give notice if members have a need to be absent, and make diligent effort to participate in all local and state board training opportunities;
10. Board members will keep abreast of educational trends, research and best practices through individual study, and participate in programs which provide educational information;
11. Individual Board members understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action unless so authorized by official board action;
12. The Board recognizes that the Board must comply with the Idaho Open Meeting Law and only has authority to make decisions at official board meetings;
13. The Board recognizes that decisions are made by a majority vote. Once a decision is made, all Board members will support that decision;
14. The Board will conduct a yearly self-evaluation and promptly address individual problems which limit teamwork, thus being in conflict with the Code of Ethics/Operating Principles;
15. Board members will give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;
16. The Board will lead by example. We agree to avoid words and actions that impact people negatively and personally. Prior to making decisions, we encourage debate and the discussion of differing points of view, in a safe, open, honest, and respectful environment;
17. Communication between staff and the Board is encouraged. However, requests made of individual Board members or of the Board as a whole are to be directed to the Superintendent;
18. All staff and student personnel complaints and criticisms received by the Board, as a whole or the individual members, will be directed to the Superintendent;
19. The Board understands the chain of command and shall refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the board as a hearing panel;
20. The Board will consider available facts, research, best practices, cost implications, input from administration, staff and the public, and individual judgment in its decision making process;
21. Prior to making a decision that the Board identifies as having major impact on students, staff and/or patrons, the Board will accept public input at board meetings as indicated on the agenda;
22. Board members are to refrain from using the Board position for personal or family gain or prestige. We agree that any Board member having any conflict of interest with an agenda item must declare that conflict prior to Board action;
23. When Board members are involved to serve on various committees as a representative of the Board, their role shall be defined by the Board;

24. Surprises to the Board or the Superintendent will be the exception, not the rule. We agree to ask the Board Chair or the Superintendent to place an item on a future agenda rather than bringing an item up unexpectedly at a meeting. Board members having personal criticism of district operations are to present that criticism to the Superintendent at a time other than a Board meeting;
25. To be efficient and effective as a Board of Trustees, long Board meetings will be avoided. If a Board member needs more information, either the Superintendent or Board Chair is to be contacted before the meeting. Public comment will be encouraged as a component of Board meetings under public comment. Appropriate protocol for public comment will be consistently practiced;
26. The Board will debate or speak only to the issues noticed on the agenda. Facts and information needed from the administration will be referred to the Superintendent;
27. Executive sessions will be held only when specific needs arise. Board members must adhere to confidentiality in regard to executive sessions realizing the legal ramifications of outside communication from these sessions;
28. Work sessions may be scheduled for in-depth discussion on one or more topics.

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**Marcus Scheibe**  
**Superintendent of Schools**

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**Lot Smith**  
**Trustee, Zone 1**

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**Casey Smith**  
**Trustee, Zone 2**

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**Rebecca Warden**  
**Trustee, Zone 3**

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**Mike Dominguez**  
**Trustee, Zone 4**

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**Brad Lutz**  
**Trustee, Zone 5**

**Code Affirmed by Board of Trustees**  
**January 22, 2019**

Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

Legal Reference: I.C. § 18-1359 Use Public Position for Personal Gain

I.C. § 18-1361 Self-Interest Contracts - Exception

I.C. § 18-1361A Non-compensated Appointed Public Servant – Relative of Public Servant –  
Exceptions

I.C. § 33-507 Limitation Upon Authority of Trustees

I.C. § 59-201 Officers Not to be Interested in Contracts

I.C. § 59-202 Officers Not to be Interested in Sales

Policy History:

*Policy 200.1 Originally Adopted 6-20-16*

Policy 1600 Adopted on:

Revised on:

Reviewed on:

Public Participation in Board Meeting

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave. The Board of Trustees encourages all citizens of the District to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program.

NOTICE

**DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.**

**THE BOARD MAY DECLINE TO HEAR COMMENTS OR COMPLAINTS ABOUT INDIVIDUAL STUDENTS OR PERSONNEL. HOWEVER, THE BOARD SHALL COMPLY WITH POLICY 4120.**

**A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING, OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.**

Any complaint about the District; including instruction, discipline, District personnel policy, procedure, or curriculum; should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or staff;
2. Principal or supervisor;
3. Director or administrator;
4. Superintendent; then
5. Board of Trustees.

Please also see District Policy No. 4110 Public Complaints.

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules a public discussion period on a particular item. The

Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At ~~select each regular and special~~ meetings of the Board, the agenda may provide time for public comment before the Board. **Persons wishing to be heard shall register for either Public Input Session (1) or (2) and provide such to the Clerk of the Board no later than the commencement of the meeting.** The Request to Address the Board form shall include the printed name of the individual as well as a brief, descriptive summary of the subject matter sought to be addressed. This must be provided in order for the Board to properly determine if such input should be provided to the Board in Open Session. ~~Persons wishing to address the Board will be required to submit a "Request to Address the Board" form. Forms are available from the Board Clerk and will be available at each meeting.~~

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Total time allotted for public comment will not exceed 30 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 3 minutes. Public comment will be taken on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board clerk will accept written comments for distribution to the Board. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

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Written materials for Board Members must be submitted to the Board Clerk. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the ~~Fr~~Thursday preceding the Regular Board meeting. Materials *should not* be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at 714 Jefferson Street, Grangeville, ID 83530.

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If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may choose not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross Reference: 4110 Public Complaints  
4120 Uniform Grievance Procedure  
4320 Disruption of School Operations

Legal Reference: I.C. § 33-512 (11) Governance of Schools  
I.C. § 74-206 Executive Sessions—When Authorized

Policy History

Adopted on:

Revised on:

Reviewed on:

**Mountain View School District No. 244**

**COMMUNITY RELATIONS**

**4110**

Public Complaints

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted according to ~~the~~ [Policy #4120](#), Uniform Grievance Procedure to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Policy History:

Adopted on:

Revised on:

Reviewed on:



## Mountain View School District No. 244

### 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, supervisory, and teaching staff as may be needed in recruiting potential personnel. All personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality staff members, the following non-exclusive list of factors will be considered, along with any other factors relevant to the position:

1. Qualifications;
2. Training and certification;
3. Experience;
4. Demonstrated professional competency;
5. Personality;
6. Suitability for the position;
7. Compatibility with District philosophy;
8. Character; and
9. 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.

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

#### Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.
2. Applicants for teaching positions shall provide evidence of meeting State requirements for 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. Applicants may be employed on a non-contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request. See Forms 5100F1 and 5100F2.

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 standards.
4. Applicants must have transcripts from all colleges attended sent to the Superintendent's office from all colleges attended.
5. 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).
6. When considering coaching assignments in secondary schools, preference for hiring will be given to a qualified certificated professional employee in the school where the coaching vacancy exists. The Building Principal will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such an individual will necessarily be retained for a coaching position or that another individual may receive the position who is not an employee of the building in question.
7. 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.
8. 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.
9. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

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

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

## Notice of Vacancies

Vacancies will be posted 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. Notification of position vacancies shall be announced within the District as well as with teacher education agencies, local newspapers, and the District website. The Superintendent shall develop procedures for the posting of available positions within the District. Applications from within the District shall be given consideration with other applications.

1. Job Vacancy Notices: Any notice from the Mountain View School District No. 244 will contain the following information:
  - A. Position available and job description.
  - B. Requirements for completed application, as applicable for position, include but are not limited to: 1) a completed District application form; 2) official transcripts of all university or college credits; 3) a placement center file; 4) a personal resume; 5) verification or eligibility of Idaho certification; and 6) a signed statement/release for current and past school district employers.
  - C. Timeline for receiving application.
  - D. Process notification of how applications will be handled.
2. Application Procedures: It will be the responsibility of any applicant to provide the information listed in 1-B above.
  - A. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
  - B. It will be at the discretion of the Superintendent, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts, or other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.
  - C. In addition to the certification information provided by the applicant, the District will also request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension, or the existence of any prior letters of reprimand and information relating to job performance.
  - D. Within three business days of receipt of the statement releasing information from prior school district employers, as required by I. C. 33-1210, such statement shall

be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.

Because responses to such requests may take up to 20 days, or possibly more for out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant.

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

### Preliminary Screening

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

### Screening

1. The building or program administrator may establish a committee to assist in the final screening process.
2. The committee, upon receiving the written applications from the appropriate administrator, will review those applications for the purpose of:
  - A. Determining those most suited to the position;
  - B. Making personal telephone contact with one or more references submitted by the applicant;
  - C. Contacting individuals who might know the candidate, but were not listed as references, if needed; and
  - D. Inviting the top candidates to be interviewed for the position.
3. The committee will establish the procedures at the building or program level for interviewing the successful applicants.

4. 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.
5. Upon determining the qualified applicant, the building administrator will submit to the Superintendent the written recommendation for the applicant to be offered a contract.

#### Acceptance Procedure

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

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
  - A. If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to I.C. 33-1210(3), the District may provisionally employ such applicant on a non-contracted basis for up to 30 days after receipt of the documentation. Within that thirty day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may not identify any reason for non-issuance of a standard contract not based on the documentation received. If, within 30 days from the receipt of the information requested pursuant to I.C. 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee will be deemed to be employed pursuant to a Category 1 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.

If no documentation is received from out of state employers, the District may employ the applicant on a standard Category 1 contract without utilizing the provisional, non-contracted employment.
  - B. Upon receiving a verbal 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.

## Board Action

The Board of Trustees of the Mountain View School District No. 244 will:

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

## Approval

Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract and return it within ten 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.

## 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. § 33-1210 Information on Past Job Performance  
I.C. § 65-505 Officials to Observe Preference  
I.C. § 74-206 Executive Sessions—When Authorized

Policy History:

Adopted on:

Revised on:

Reviewed on:

Certificated Personnel Employment

This Policy is intended as a summary of the Idaho Statutes listed on page 5105-3 as Legal References; these statutes contain the specific details which the Board endorses and relies upon when employing certificated personnel.

Contracts shall be in writing, in the form approved by the State Board of Education, and conditioned upon the employee holding a valid certificate. The contract period for a teacher shall be ~~190 days~~ as specified by the school calendar adopted by the Board of Trustees on an annual basis.

Definitions

**Category 1 Certificated Employees:** Certificated personnel hired on a limited one year contract after August 1<sup>st</sup> or the spouse of a Trustee hired under the limited provisions of Section 33-507(3), Idaho Code.

**Category 2 Certificated Employees:** Certificated personnel in the first and second years of continuous employment within the same school district.

**Category 3 Certificated Employees:** Certificated personnel in the third year of continuous employment by the same school district.

**Renewable Contract Certificated Employees:** Upon being offered a contract for a fourth full consecutive year of employment as a certificated teacher, certificated personnel who may automatically renew their employment with this District, for the next school year, by timely returning their 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 or who has out-of-state experience which would otherwise qualify the certificated employee for renewable contract status in Idaho. Alternatively, the District can place the certificated employee on a Category 3 contract.

**Retired:** Certificated personnel receiving retirement benefits from the public employee retirement system of Idaho, except those who received benefits under the early retirement program previously provided by the State, hired as at-will employees.

Notice

1. Category 1 certificated employees' contracts are specifically offered for the limited duration of the ensuing school year, and no further notice is required by the District to terminate the contract at the conclusion of the contract year.



2. Category 2 certificated employees shall be provided a written statement of reason for non-reemployment by no later than July 1<sup>st</sup> and are not entitled to a review of the reasons or decision not to reemploy by the Board.
3. Category 3 certificated employees shall be provided a written statement of reason for non-reemployment by no later than July 1<sup>st</sup> and 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. Before the Board determines not to renew the contract for the unsatisfactory performance of category 3 certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following at least one evaluation. In no case shall the probationary period be less than eight weeks. The probation shall be preceded by written notice from the Board, with the reasons for the probationary period and the areas of work which are deficient and with provisions for adequate supervision and evaluation of the employees' performance during the probationary period.
4. Contracts for all renewable contracted certificated employees shall be issued by July 1<sup>st</sup>. All employees on renewable contracts must timely return their contract. The employee's failure to timely return a renewable 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 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.
5. Contracts for retired teachers are specifically offered for the limited duration of the ensuing school year, and no further notice is required by the District to terminate the contract at the conclusion of the contract year.

#### Supplemental Contracts

An extra duty assignment is, and extra duty supplemental contracts may be issued for, an assignment which is not part of a certificated employee's regular teaching duties. A supplemental contract for extra duties shall be separate and apart from the certificated employee's underlying contract (Category 1, 2, 3 or renewable) and no property rights shall attach. A written notice of non-reissuance of the extra duty supplemental contract with a written statement of reasons shall be provided. Upon written request, the certificated employee shall 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. The contract shall be in a form approved by the state superintendent of public instruction.

An extra day assignment is, and supplemental extra day contracts may be issued for, an assignment of days of service in addition to the standard contract length used for the majority of

certificated employees of the District. Such additional days may be in service of the same activities as the employee's regular teaching duties. Any such extra day contracts shall provide the same daily rate of pay and rights to due process and procedures as provided by the certificated employee's underlying contract (Category 1, 2, 3 or renewable). The contract shall be in a form approved by the state superintendent of public instruction.

#### Delivery of Contract

Delivery of a contract may be made only in person, 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.

If a District delivers contracts via electronic means, with return electronic receipt, and the District has not received a returned signed contract and has not received an electronic read receipt from the employee, the District shall then resend the original electronically delivered contract to the employee via certified mail, return receipt requested, and provide such individual with a new date for contract return.

#### Return of the Contract

A person who receives a proposed contract from the District shall have 10 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 if the contract is not signed and returned to the Board within the designated time period, the Board may declare the position vacant. ~~OPTIONAL: Through this policy the~~ Board delegates to the Superintendent ~~AND/OR Human Resources Director [select one or both]~~ the power, as the designee of the Board, to declare such position vacant should a signed contract not be returned within the designated period.

Cross Reference:	Policy 5340	Evaluation of Certificated Personnel
	Policy 6100	Superintendent
Legal Reference	I.C. § 33-507	Limitation upon Authority of Trustees
	I.C. § 33-513	Professional Personnel
	I.C. § 33-514	Issuance of Annual Contracts – Support programs – Categories of Contracts – Optional Placement
	I.C. § 33-514A	Issuance of Limited Contract – Category 1 Contract
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-515A	Supplemental Contracts

#### Policy History:

Adopted on:

Revised on:

Reviewed on:

Informal Review

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

1. Non-reemployment of Category 3 teachers;
2. An administrative employee reassignment;
3. Non-reissuance of Supplemental Extra-Duty Contracts; and
4. Any other circumstance specified in Idaho law creating a right to request an informal review.

The parameters for the Informal Review will be determined by the Board.

The request for an Informal Review must be in writing and include a statement explaining the reasoning for disagreement with the 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 within 5 days of receiving notice of the events creating a right to Informal Review. The request must be submitted to the Board Clerk. Failure to request Informal Review within the 5 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 in executive session ~~for the Informal Review within \_\_\_\_\_ days of the date that the request for Informal Review is submitted to the Board, or alternately,~~ at the next regularly scheduled Board meeting, or 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 shall make a decision to uphold the earlier employment decision, or make some other decision regarding the issue(s) raised during the executive session. 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 shall notify the employee, in writing, of its final decision on the matter within 15 days of the date of the 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, or present and/or cross-examine witnesses unless specifically agreed to by the Board. The 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 or the administration.

Cross Reference: 5105

Certificated Personnel Reemployment

Legal Reference I.C. § 33-514

Issuance of Annual Contracts

I.C. § 33-515

Issuance of Renewable Contracts

I.C. § 33-515A

Supplemental Contracts

Policy History:

Adopted on:

Revised on:

Reviewed on:

## Mountain View School District No. 244

### PERSONNEL

5250

#### Certificated Staff Grievances

It is the Board's desire that procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedures provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal. No reprisals of any kind shall be taken by the Board or the administration against any employee because of the employee's participation in this grievance procedure.

#### Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies or a written allegation of a violation of the Master Agreement between the District and the teachers' association.

#### Grievance Procedure

The District will first review the collective bargaining agreement for any applicable grievance procedures. If such a provision exists, such procedures shall govern the resolution of certificated staff grievances.

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

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

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

The written grievance must be filed with the immediate building principal within fifteen working days of the date of the initial event allegedly giving rise to the grievance.

A party may withdraw his or her grievance in writing at any level.

The immediate building principal or designee of the building principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.

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

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of ten working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

Upon receipt by the Superintendent, the Superintendent or his or her designee shall thoroughly review the written grievance and shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent or designee shall, within a period of 20 working days, decide the matter notifying all the parties in writing of the decision. The decision of the Superintendent or designee shall be controlling, regardless of whether it is in agreement or in disagreement with the decision of the principal.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within five working days of receiving the Superintendent's decision. The Board is the policy-making body of the District, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy. The Board may uphold, modify, or overturn the ruling of the Superintendent.

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within ten working days of that meeting. The decision of the Board will be final.

The Board will attempt to hear formal complaint(s) outside of school hours. If the Board finds it necessary to hear a formal complaint during school hours, the staff member filing the complaint and necessary witnesses shall suffer no loss of pay for attendance at the Board's hearing.

Policy History:

Adopted on:

Revised on:  
Reviewed on:



## Mountain View School District No. 244

### PERSONNEL

5270

#### Personal Conduct

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

It shall be the duty of the teacher to keep informed concerning the rules, regulations, and policies of the District. Teachers shall be directly responsible to the building principal. They shall promptly and consistently carry out the instructions of their principal and the Superintendent. Teachers shall observe all school regulations, seek professional growth and participate in curriculum study.

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

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

District employees who are contacted by the media should direct such inquiries to either the individual in question or to the Superintendent.

Administrators and supervisors may set forth specific rules and regulations governing an employees' conduct on the job within a particular building.

#### Personnel Conflict of Interest

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

For the purpose of this policy, family members or romantic partners are defined as spouse,

domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

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

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

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

#### Insubordinate Conduct

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

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

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

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

Legal Reference: I.C. § 33-1208 Revocation, Suspension or Denial of Certificate – Grounds

I.C. § 33-1209 Proceedings to Revoke, Suspend or Deny or Place  
Reasonable Conditions on a Certificate  
IDAPA 08.02.02.076 Code of Ethics of the Idaho Teaching Profession

Policy History:

Adopted on:

Revised on:

Reviewed on:

**Mountain View School District No. 244**

**PERSONNEL**

**5290**

Political Activity - Staff Participation

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, or advocate for or against a political candidate or ballot measure, provided that the staff member does not campaign during instructional times or while they are responsible for other duties, or while they are in settings where they are likely to have contact with students; and provided all other legal requirements are met. "Ballot measure" includes, but is not limited to, bond or levy elections.

No person may attempt to coerce, command, or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

The District shall not restrict constitutionally protected political speech of employees during non-instructional times in non-student contact settings, such as during duty-free periods in faculty break rooms and lounges during the school day or during afterschool events. Nothing in this section is intended to restrict the right of a District employee to express his or her personal constitutionally protected political views.

No District employee may use public facilities, equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations, or ballot issues. Notwithstanding, with regard to ballot issues, the District Superintendent and Business Offices may prepare, compile and make available factual information as a part of their normal daily duties.

No District employee may work on election, political campaigns, ballot issues, or issues dealing with private or charitable organizations or foundations during the work day.

Legal Reference: 5 USC 7321, et seq. Hatch Act  
I.C. § 74-601 Public Integrity in Elections Act  
Idaho Constitution Article III, Section 1

Policy History:

Adopted on:

Revised on:

Reviewed on:

Professional Employee Representation for Purposes of Negotiations

In accordance with the applicable provisions of Idaho Code, in order for the District to engage in negotiations with an authorized Local Education Organization, upon Board request, the organization shall be required to demonstrate to the District that it has been duly chosen and selected by fifty 50% plus one of the professional employees of the District, excluding administrative personnel, as their representative organization for negotiations.

Commencing Negotiations

A party interested in commencement of negotiations shall provide the other party notice of such interest, in writing.

If the Board is interested in commencement of negotiations, it shall provide written notification to any representative organization for which membership is known to exist at the District (i.e. local affiliation with IEA, AFT, NWPEA etc.). If the District is not aware of any membership, the District has no obligation to provide notice. However, if the District is aware that a local educational entity has 50% plus one dues paying members, the District need only contact this one organization about a desire to commence negotiations.

If an organization is interested in the commencement of negotiations, a written letter shall be advanced by the organization to the Board's Clerk. An organization interested in the commencement of negotiations need not be a formal organization with any ties to any state or national entity. Such organization may be entirely comprised of a local group of professional employees of the District, with no affiliation to any outside organization.

Identification of the Number of Professional Employees Required for Negotiations

Upon notification of interest in commencing negotiations, whether such is by the District or by an organization, the District shall prepare a list of all professional employees of the District currently on contract, excluding those serving as administrative personnel.

District personnel shall ascertain from this list what number of individuals the organization must represent to obtain Local Education Organization status for the purpose of negotiations pursuant to the 50% plus one statutory requirement.

The District shall notify the organization of the representation number necessary to meet the 50% plus one statutory requirement. This notification shall be in writing or via electronic communication so as to maintain a record of such communication.

If an employee is a partial administrative FTE and a partial teaching FTE, and is counted as such on the District's State reporting, the District may include the partial teaching FTE, only to the

extent of the percentage of the partial teaching FTE, in the listing and calculation for representative status.

If any question arises as to the number of professional employees required to reach the 50% plus one representative status, a meeting shall be held between a District representative(s) and representation of the organization to review the manner in which the figure was reached.

### Obtaining Authorizations and Representative Status

The organization's process for obtaining authorization for representative status for the purposes of negotiations must include the following:

1. Representation authority for the purpose of negotiations must be documented in writing.
2. Representation authority for the purpose of negotiations must be associated with the current or immediate previous school year in question, even if such is contended to be continuing or rolling. The current or immediate previous school year's representation authority status shall be noted on the written authorization from the professional employee.
3. For representation status for the purpose of negotiations, the subject employee need not be a member, dues paying or otherwise, of any official labor organization, association or union.

Both parties shall keep in mind a number of additional considerations from the Code of Ethics for Idaho Professional Educators and the Idaho Right to Work Laws which indicate:

1. Unethical conduct includes willfully interfering with the free participation of colleagues in professional associations.
2. The right to work shall not be subject to undue restraint or coercion.
3. The right to work shall not be infringed or restricted in any way based on membership, affiliation, or financial support of a labor organization or the refusal of the same.
4. No person shall be required, as a condition of employment or continuation of employment:
  - A. To resign or refrain from voluntary membership in, voluntary affiliation with, or voluntary financial support of a labor organization, or
  - B. To become or remain a member of a labor organization, or
  - C. To pay any dues, fees, assessments, or other charges of any kind or amount to a labor organization, or
  - D. To pay to any charity or other third party, in lieu of such payments, any amount equivalent to or a pro-rata portion of dues, fees, assessments, or other charges regularly required of members of a labor organization, or

- E. To be recommended, approved, referred, or cleared by or through a labor organization.
5. It is unlawful to deduct from the compensation of any employee any fees, assessments, or other charges paid over to a labor organization, unless the employee has first provided the District with a signed written authorization. The employee may revoke the authorization for withholding at any time by giving written notice of such revocation to the District.
  6. It is unlawful for any person, by any threatened or actual intimidation or by any damage or threatened damage to the property of an employee/prospective employee or the family of an employee/prospective employee, to compel or attempt to compel an employee to join, affiliate, or financially support a labor organization or to refrain from doing so.
  7. It is unlawful to cause or attempt to cause an employee to be denied employment or discharged from employment because of support or nonsupport of a labor organization by inducing or attempting to induce any other person to refuse to work with an employee.

#### Neutral Party Selection

The District shall create a list of three neutral individuals from which one will be selected by the parties to serve as the “Neutral Party”, the individual responsible for reviewing and determining if the organization has met the representative status of 50% plus one as required by statute.

This list shall be prepared in writing and all such individuals on the list shall have been contacted to assure their willingness and capability to perform such duties and:

1. Such neutral individual shall not be or have been a former employee with the District and shall not have a spouse, parent, child, or grandchild who is or has been a former employee of the District.
2. Such neutral individual shall not be or have been a former employee or member of any affiliated state organization or fellow local organization affiliated with a state organization associated with the local organization seeking representative status and likewise shall not have a spouse, parent, child, or grandchild who is or has been a former employee or member of the affiliated state organization or a fellow local organization associated with the state organization.
3. Such neutral individual list shall be generated from a review of local current and/or former public officials and public citizens who serve the community. Examples may include but not be limited to: local city council members or employees, local mayor or mayor’s office employees, local legislators, employees of the State Department of Education, employees of the State Board of Education, local judges or county clerk’s, officials, or officers at a local banking institution, etc.

A meeting shall be held between a District representative(s) and representatives of the organization seeking to obtain Local Education Organization status. At such meeting, the written list of neutral individuals will be provided and discussed. If the parties cannot mutually agree to select one of the individuals from the list, the parties shall take alternative turns, each striking one individual from the list to leave a final selection, with the organization seeking to obtain representative status having the first option to strike a name. The final name left after each side has had the chance to strike one will serve as the Neutral Party responsible for determining if the organization has met the representative status of 50% plus one as required by statute.

Subsequent to selection of the neutral party, both the District and organization shall sign written notification of the selection and neither party shall have communications, directly or indirectly, with the neutral party, absent the consent and participation of the other party.

### Neutral Party Review

Jointly, the District and the organization shall provide the Neutral Party with the following information to ascertain representative status:

1. The District shall provide, in writing, to the Neutral Party, the list of professional employees on contract, excluding administrative personnel, prepared pursuant to step number 2, above.
2. The organization shall provide, in writing, to the Neutral Party, the current or no older than two years authorization documentation, from each professional employee who has signed such, documenting authority to act as a representative for the purpose of negotiations.
3. The organization is not required to provide the current authorization documentation to the District or its administration, but may choose to do so if it so desires.
4. The District shall provide a copy of this policy as well as a copy of Section 33-1272, Idaho Code.

The neutral party shall then compare the list provided by the District and the current authorizations from the organization. Any authorizations that are older than two years shall not be counted in the establishment of representative status. Upon completion of the comparison, the neutral party shall prepare a written letter indicating the exact percentage of District Professional Employees, to the second decimal, that have provided written authorization to the organization to serve as a representative for negotiations purposes. This letter shall be notarized and jointly provided to the District and the organization seeking representation status for the purpose of negotiations.

### Final Steps

If representative status of 50% plus one has been obtained, the parties then may initiate the negotiation process with the now determined Local Education Organization for the purpose of



negotiations. If such representative status has not been met due to failure to meet the statutory required levels, negotiations shall not commence.

If no new organization seeks to obtain representative status for the purpose of negotiations and to be deemed the local education organization, in due course the District's Board may establish compensation and benefits and ~~other~~ non-negotiable working conditions as it deems appropriate.

Legal Reference: I.C. § 33-1271 School Districts – Professional Employees – Negotiation Agreements  
I.C. § 33-1272 Definitions  
I.C. § 44-2001 Declaration of Public Policy  
I.C. § 44-2003 Freedom of Choice Guaranteed, Discrimination Prohibited  
I.C. § 44-2004 Voluntary Deductions Protected  
I.C. § 44-2006 Coercion and Intimidation Prohibited  
IDAPA 08.02.02.076 Code of Ethics for Professional Educators

Policy History:

Adopted on:

Revised on:

Reviewed on:

## Mountain View School District No. 244

### PERSONNEL

5325

#### Employee Use of Social Media Sites, Including Personal Sites

Because of the unique nature of social media sites, such as Facebook and Twitter, and because of the 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 the District's 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, political party, or political candidate. Nor shall employees use personal images of students, names, or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

Employees may not act as a spokesperson for the District or make comments as a representative of the District, except as authorized by the Superintendent or designee. When authorized as a spokesperson for the District, employees must disclose that they are employed by the District.

#### Respect District Time and Property

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.

#### 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 or social involvement with students is therefore prohibited. This includes:

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

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

Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or any other electronic methods will result in the required reporting of such conduct to the Professional Standards Commission by the 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:

1. Students may become a member of such groups only with a permission slip signed by the student's parents/guardians.
2. The employee must set up the club, activity, etc. as a group list which will be "closed and moderated";
3. The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means;
4. Members will not be established as "friends" but as members of the group list;
5. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee. Persons desiring to access the page may join only after the employee invites them and allows them to join;
6. Parents shall be permitted to access any site that their child has been invited to join. Parents shall report any communications by students or school personnel they believe to be inappropriate to District administration;
7. Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team;
8. The employee responsible for the site will monitor it regularly;
9. The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose;
10. 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;
11. Postings made to the site must comply with the District's Policy 5335 Employee Use of Electronic Communications Devices; and
12. The Superintendent reserves the right to shut down or discontinue the group if he or she believes it is in the best overall interest of the students.

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

Legal Reference: Code of Ethics for Idaho Professional Educators

Policy History:

Adopted on:

Revised on:

Reviewed on:

Employee Electronic Mail and Online Services Usage

Electronic mail (“e-mail”) is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved on personal computers. 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.

Internet access and interconnected computer systems are available to the District’s 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 must take responsibility for appropriate and lawful use of this access.

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

Because of the unique nature of e-mail and of the 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 and Internet usage by all employees.

The District e-mail and Internet systems are provided for educational purposes only. The District’s electronic network is part of the curriculum and is not a public forum for general use.

Uses

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 for informal or personal purposes is not permissible and shall be considered a violation of District policy and may result in disciplinary action. Staff has 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.

## Unacceptable Uses of Network

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

1. Uses that violate the law or encourage others to violate the law including local, State, or federal law; accessing information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
2. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation; employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading or sharing another person's communications or personal information; or otherwise using his or her access to the network or the Internet;
3. Uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information. Staff will immediately notify the school's system administrator if they have identified a possible security problem. Staff will not go looking for security problems, because this may be construed as an illegal attempt to gain access;
4. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying (defined as using a computer, computer system, or computer network to convey a message in any format that is intended to harm another individual);
5. Uses that jeopardize the security of access and of the computer network or other networks on the Internet; uses that waste District resources;
6. Uses that are commercial transactions, including commercial or private advertising;
7. 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;
8. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, materials that depict the sexual exploitation of minors, or other inappropriate materials;
9. Sharing one's password with others or allowing them to use one's account;
10. Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent's designee;
11. Posting or sending messages anonymously or using a name other than one's own;

12. Attempting to access the Internet using means other than the District network while on campus or using District property;
13. Sending unsolicited messages such as advertisements, chain letters, junk mail, and jokes;
14. Sending e-mails that are libelous, defamatory, offensive, or obscene;
15. Notifying patrons or the public of the occurrence of a school election by providing anything other than factual information associated with the election – such as location, purpose, etc. Such factual information shall not promote one position over another;
16. Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender; and/or
17. Downloading or disseminating copyrighted or otherwise protected works without permission or license to do so.

The Director of Technology will hear staff claims that the District Internet filtering system has denied access to Internet material that is not inappropriate or within the prohibitions of District policy. The Director of Technology will determine whether these materials should be unblocked, and direct them to be unblocked when appropriate. If a staff member disagrees with the decision of the Director of Technology, they may appeal the decision to the Superintendent.

### Records

District records, including e-mail and Internet records are subject to public records requests, disclosure to law enforcement or government officials, or to other third parties through subpoena or other processes. The District may review any and all e-mail of any employee, at any time, with or without cause. Consequently, employees should always ensure that all information contained in e-mail and 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 and 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. 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.



## Privacy

While the District does not intend to regularly review employees' e-mail and 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 and 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 permit employees to use them in the performance of their duties for the District.

## 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. Staff 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. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

## Internet Access Conduct Agreements

Each staff member will be required to sign the Procedure 5330F Employee Electronic Mail and On-Line Services Use Policy Acknowledgment upon the adoption of this policy or upon hiring.

## 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.

## Violations

If any staff member violates this policy, he or she may be subject to disciplinary action. The system administrator and/or the Internet Safety Coordinator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules

or regulations. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

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

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

Policy History:

Adopted on:

Revised on:

Reviewed on:

## Mountain View School District No. 244

### PERSONNEL

5360

#### Dress and Appearance

As professionals in our schools, we recognize and value the public's perception of our roles as mentors and models for students. We therefore set in policy the following outline of "reasonable expectations" for all professional staff.

The following dress code will apply to all teachers, counselors, aides, secretaries, and administrators throughout the District. It is to be applied for all of the days students are present, parent-teacher conferences, and professional development days.

Dressing up is encouraged.

The following is considered an outline of acceptable dress, unless otherwise specified by the principal or Superintendent:

#### Males:

1. Pinpoint or button-down dress shirts;
2. Knit shirts, but not t-shirts;
3. Slacks, khakis, and Docker-type slacks;
4. Dress shoes, boots, athletic shoes, and casual shoes;
5. Socks;
6. Neckties;
7. Business suits;
8. Sport coats or sweaters;
9. Holiday, theme, or school sweatshirts;
10. Blue jeans on activity days, such as spirit days, special classroom activities, and field days; and
11. Wind suits and sweat suits on spirit or activity days.

#### Females:

1. Business suits;
2. Jumpers, dresses, skirts of appropriate fit and length. Denim and chambray fabric are acceptable;
3. Slacks, khakis, and Dockers-type slacks;
4. Dress shoes, casual shoes, boots, athletic shoes;
5. Blouses, knit shirts, cotton shirts, and sweaters with moderate necklines;
6. Holiday, theme, and school sweatshirts;
7. Knit dress pants with tunic length top;
8. Dress "crop slacks" that are loose fitting;

9. Blue jeans on activity days such as spirit days, special classroom activities, and field days; and
10. Wind suits and sweat suits on spirit or activity days.

Inappropriate/Unacceptable Attire:

1. Backless, see-through, tight fitting, or low-cut blouses, tops, and dresses;
2. T-shirts, lycra, spandex, midriff tops, tank tops, and muscle shirts;
3. Cut-offs and jeans shorts;
4. Sweatpants;
5. Coaching shorts and spandex shorts or pants of any length;
6. Blue jeans;
7. Mini-skirts;
8. Jogging suits;
9. Denim overalls; and
- ~~10.~~ Apparel with offensive logos or promoting ????, including but not limited to references to gangs, organized labor associations, inappropriate references to race, gender preference, politics or religions.

Exceptions:

1. Gym Teachers: Gym clothing as appropriate to activity, shorts restricted to gym or outdoor P.E. areas;
2. Field Trips/Field Days: Modest clothing appropriate to the activity;
3. Special Days: Holiday clothing, school spirit clothing, and thematic clothing with Principal's permission; and
4. The principal may grant exceptions based on job-related needs.

Any casual dress or accessories not stated above must at all times meet or exceed standards set for our students in each of their respective schools.

Enforcement

School District staff members who do not, in the judgment of the principal or supervisor, reasonably conform to this dress code shall receive a written notice from the principal or program supervisor. The principal or program supervisor shall submit a copy of the notice to the Superintendent. Repeated violations could result in disciplinary action by the Superintendent against the staff member. In cases where a staff member refuses to comply with the directions of the principal, program supervisor, or Superintendent, the staff member's employment could be terminated. The decision of the Superintendent is final regarding administration of this policy.

Policy History:

Adopted on:

Revised on:

Reviewed on:

**Mountain View School District No. 244**

**PERSONNEL**

**5720**

Student Teachers

It is the policy of Mountain View School District #244 to cooperate with higher educational institutions in the practical preparation of future teachers and administrators.

The Superintendent shall be notified by building principals when student teachers and/or administrators are considered for placement in the district. All contracts between the District and training institutions/universities shall be reviewed by the Superintendent and submitted for Board approval on an annual basis.

Student teachers shall be subject to criminal background check requirements, as required by law and state administrative rules.

Legal Reference: I.C. § 33-1201 Certificate Required  
IDAPA 08.02.02.75.02 Individuals Required to Complete a Background Investigation Check

Policy History:

Adopted on:

Revised on:

Reviewed on: