

# MIDVALE SCHOOL DISTRICT #433 - Policy Manual

## SECTION 1000

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### SERIES 1000 Table of Contents

#### MISCELLANEOUS

#### Policy/Section Number - Policy Title

##### **1010 FACILITY SECTION**

1011.1 Facility Use Regulations & Charges

1011.2 Facility Use

1011.3 Student Use of Buildings - Equal Access

1012.1 Co-Sponsored Activities

1013.1 Non-Smoking Policy

1014.1 Internet Use Agreement *Obsolete*

1042.1 District Provided Access to Electronic Information, Services and Network

##### **1020 GRIEVANCE & COMPLAINT SECTION**

1021.2 Board-Staff Communications

1022.1 Filing of Grievances

1023.1 Filing of Complaints

##### **1030 RECORD MANAGEMENT SECTION**

1031.1 Retention & Destruction of Records

1032.1 Maintenance of Student Records

##### **1050 HEALTH RELATED ISSUES**

1051.1 Acquired Immune Deficiency Syndrome/HIV (AIDS)

1052.2 Abused and Neglected Child Reporting

##### **1060 SCHOOL SAFETY**

1061.1 Carry Conceal Policy

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#### **1011.1 – FACILITY USE REGULATIONS AND CHARGES**

#### **Use and Priority Classification**

1. The following primary classifications shall apply, in order, for the purpose of setting fees and establishing priorities for use:

Classification A – District sponsored or co-sponsored activities

Classification B – Open activities. Education or recreational activities, open to the

public, that are conducted by local, non-profit groups.

Classification C – Restricted activities. Educational or recreational activities that are conducted by local, non-profit groups for the benefit of their membership.

Classification D – Private Activities. Activities restricted to the membership of the group or by private invitation such as parties, weddings or receptions.

Classification E – Commercial activities conducted for commercial purposes.

2. The following sub-classifications shall be considered in the determination of fees and priorities of use:

Sub-classification 1 – Unorganized group. An organized group shall have preference over an unorganized group.

Sub-classification 2 – Non-resident individual or group. Any individual who resides outside the district boundaries or any group whose make-up consists of over 50% non-residents.

3. The following procedures will be utilized when scheduling district facilities for activities:

A. Fund raising activities, be each classification group, will be required to obtain:

1. Superintendent approval.
2. Midvale Student Council Approval. Classification groups may obtain approval for fund raising activities by making a written request to the Superintendent or Student Council Advisor, or by attending Student Council meetings and making the request personally.

B. Non-fund raising activities requesting use of the facilities will require the Superintendent's approval.

### **Fees for Facility Use**

Classification "E" and Sub-classification "2" shall pay a \$50.00 fee for use of school facilities. Other classifications may be charged if the charge is included in the yearly fee schedule.

Fees shall be established yearly by resolution of the Board and after recommendation of the Superintendent.

### **Liability Insurance**

The Superintendent may require an individual or group to furnish liability insurance if it is

deemed to be in the best interest of the District.

### **Use of Tobacco and Alcoholic Beverages Prohibited**

Use of tobacco or alcoholic beverages are prohibited in school facilities and any violator will be removed from the facility.

### **Permit Required**

A use permit is required of all individuals or groups. And the permit must be signed by a responsible party who agrees to accept responsibility for enforcing the provisions of this policy.

### **Administrative Rules**

1. A permit may be obtained from 2 days to 4 months in advance.
2. The school may cancel any reservation when it is necessary to use the facility for school activities.
3. The individual signing the permit will be responsible for setting up, cleaning up and care of the facility.
4. The person signing the permit must pick up a key the day before the activity and return it the next day. The key may be picked up on Friday and returned on Monday for weekend activities. Exceptions must be approved by the Superintendent.
5. A \$25.00 deposit will be required when picking up a key and will be reimbursed when the key is returned.

**Last Updated: 17 Nov 1997**

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## **1011.2 – POLICY AND RULES ON FACILITIES USE**

### **Policy on Facility Use**

1. A use permit is required of all individuals or groups. The permit must be signed by a responsible party who agrees to accept responsibility for enforcing the provisions of this policy.
2. Use of tobacco or alcoholic beverages are prohibited in school facilities. Any violator will be removed from the facility.
3. The Superintendent may require an individual or group to furnish liability insurance if it is deemed to be in the best interest of the District.

4. CLASSIFICATIONS FOR USE. Priorities for use are in the following order:
    - A. School sponsored or co-sponsored activities.
    - B. Educational or recreational activities, open to the public and sponsored by local, non-profit groups.
    - C. Educational or recreational activities, restricted to membership or invitation, and sponsored by local, non-profit groups.
    - D. Activities such as parties, weddings or receptions.
    - E. Commercial activities.
- SUB-CLASSIFICATIONS:
1. Unorganized groups.
  2. Non-resident group or individual.

#### Administrative Rules

1. A permit may be obtained from 2 days to 4 months in advance.
2. The school may cancel any reservation when it is necessary to use the facility for school activities.
3. The individual signing the permit will be responsible for setting up, cleaning up and care of the facility.
4. The person signing the permit must pick up a key the day before the activity and return it the next day. The key may be picked up on Friday and returned on Monday for weekend activities. Exceptions must be approved by the Superintendent.

**Last Updated: 12 Feb 1979**

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#### **1011.3 STUDENT USE OF BUILDINGS: EQUAL ACCESS**

Non-curriculum related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated.
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
3. The meeting must occur during non-instructional time on regular school days.
4. Employees or agents of the school or government are present only in a non-participatory

capacity.

5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

**Last Updated: 15 Aug 2005**

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#### **1012.1 — CO-SPONSORED ACTIVITIES**

When the district chooses to co-sponsor an activity on school property and there is to be a fee charged for participation, the following shall apply:

1. The fee must be approved by the Superintendent.
2. The fee shall not be excessive when considered in light of the instructor's salary, supplies, etc.
3. The fee must be collected by the non-school sponsor.
4. The school shall collect ten (10) percent of the fee and credit the amount collected to a maintenance fund for the facility used.

**Last Updated: 17 Mar 1997**

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#### **1013.1 — NON-SMOKING RESOLUTION**

WHEREAS, the State Board of Education is concerned about the health and safety of all students, employees, and patrons of the public schools of the State of Idaho; and

WHEREAS, research has indicated that the second-hand smoke is harmful to the health of individuals subjected to it; and

WHEREAS, smoking is currently prohibited in all state buildings;

NOW THEREFORE be it resolved that the State Board of Education, exercising its constitutional authority to supervise public institutions of education of the State of Idaho, hereby prohibits smoking in all buildings and on all property owned or leased by public school districts in Idaho.

**Last Updated: 17 Aug 2009**

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## **1021.2 – BOARD-STAFF COMMUNICATIONS**

The board of trustees recognizes that the success of the district's educational program requires effective and open communication between the board and staff members to facilitate the sharing of ideas and matters of mutual interest, as well as resolving personnel issues as they arise. The superintendent, as administrator of the district and chief executive of the board, will establish the avenues for board-staff communications.

"Official communications" is defined as those oral or written statements which are relevant to the staff member as an employee of the district. Official communications include statements regarding internal policies or practices which are relevant only to the district employees. Excluded from official communications are 1) oral or written statements between the board and a staff member in his/her capacity as a district patron or parent; and 2) oral or written statements which specifically address matters of public concern.

In order to ensure the orderly conduct of district business, all official communications to the board or individual board members from staff members will be submitted to the board through the superintendent. The superintendent will develop a system to efficiently facilitate official communications from staff members to the board. However, this requirement will not be construed as denying any staff member's right to appeal administrative decisions to the board, provided that the superintendent has been notified of the forthcoming appeal and it is processed according to applicable procedures.

All official board communications, policies, directives and actions will be communicated to staff members through the superintendent. The superintendent will develop appropriate methods to keep staff fully informed of the board's problems, concerns and actions.

Any staff member who wishes to address the board in the employee's capacity as a parent or district patron, rather than as an employee, may do so by following the district policies regarding patron complaints and communications.

**Last Updated: 16 Nov 1998**

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## **1022.1 GRIEVANCE PROCEDURE FOR EMPLOYEES**

DEFINITIONS

Grievance is an employee's written allegation of unfair treatment or a violation of district policy by the board, district administrator or other staff member which effects the employee's employment.

## PROCEDURE

1. An employee may file a grievance about any matter related to his or her employment, provided that neither the employee's rate of salary or wage nor the decision to terminate a non-certificated employee for cause during the initial one hundred eighty (180) days of employment will be a proper subject for consideration under this grievance procedure.
2. A grievance must be in writing and received by the employee's immediate supervisor within six (6) working days of the incident giving rise to the grievance. The grievance must state the nature of the grievance and the remedies sought.
3. The immediate supervisor will investigate and provide a written response to the employee within six (6) working days of receipt of a grievance.
4. If the employee is not satisfied with the immediate supervisor's response, or if there is no response within six (6) working days, the employee may appeal the grievance to the superintendent or designee within five (5) working days after receiving a response or within five (5) working days from the date a response should have been received.
5. In an effort to resolve the appeal, the superintendent or designee will investigate and communicate with the employee within six (6) working days of receiving the appeal. Within five (5) working days of communicating with the employee, the superintendent or designee will provide a written response to the employee.
6. If the employee is not satisfied with the response of a superintendent or designee, or if no response was received, the employee may request a review of the grievance by a panel within five (5) working days of receipt of the response or failure to receive a response.
7. The board will convene a panel consisting of three (3) persons within ten (10) working days of receipt of the appeal. The panel will consist of one (1) individual designated by the superintendent, one (1) individual designated by the employee, and one (1) individual agreed upon by the two (2) appointed members for the purpose of reviewing the appeal.
8. The panel will submit its written decision within five (5) working days following completion of its review to the employee, the superintendent, and the board.
9. The panel's decision will be the final and conclusive resolution of the grievance unless the board overturns the panel's decision by resolution at the board's next regularly scheduled public meeting. Either party may, within forty-two (42) calendar days of the filing of the board's decision, appeal to the district court of this county.
10. An employee filing a grievance will be entitled to a representative of the employee's

choice at each step of the grievance procedure. The district's representative will also be entitled to representation at each step of the grievance procedure.

11. The time lines set forth in this policy may be waived or modified by mutual agreement.
12. Utilization of the grievance procedure will not constitute a waiver of any right of appeal available pursuant to law or regulation.
13. Neither the board nor any member of the administration will take reprisals affecting the employment status of any party in interest.

**Last Updated: 16 Nov 1998**

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## **1023.1 FILING OF COMPLAINTS**

### **General**

State and Federal laws and regulations guarantee students and staff alike varying degrees of due process before they are deprived of certain privileges or activities. In certain instances due process guarantees a person the right to face the person registering the complaint.

The purpose of this policy is to establish guidelines to protect the Board, the Administrator and the party against whom a complaint has been filed, and to guarantee consistency of procedures.

Complaints, other than grievances defined in Policy 1002.1, should be discussed by and between the parties involved. Should this discussion not resolve the issue, then the following more formal procedures should be followed.

### **Complaints by the Public**

The Board recognizes that the district's patrons may have complaints or concerns regarding the district's operation and educational programs. District patrons include individuals who reside within the district's boundaries and parents who have students attending district schools.

Individual members of the board of trustees may listen to the problems brought to their attention by a patron of the district, but will take no action except to refer the individual to the building principal or superintendent. A board member may bring any matter for review to the attention of any member of the administration and/or to the attention of the board sitting as a whole.

Patrons are encouraged to make every effort to resolve a complaint or concern informally by discussing the matter with the responsible staff member.

### **Complaints by Staff Members**



Complaints by staff members must be made in writing, signed, dated and delivered to the Superintendent. Staff members shall not discuss complaints or problems with school employees, students, or patrons with individual Board members.

### **Complaints by Students**

Complaints by students should be resolved when possible without written statements. However, when in the opinion of the Superintendent, the complaint is of such a nature as to be considered serious the complaint shall be put in writing, signed and dated.

### **Procedure**

When a written complaint has been filed, the following procedure shall be followed:

1. If the complaint cannot be resolved informally or the patron, staff or student is unwilling to discuss the matter directly with the staff member, a written complaint may be filed with the district. The written complaint must identify the complainant and the staff member(s) involved, and include a summary of the nature of the complaint, the relevant facts and the efforts made in informally resolve the issue. The written complaint must be filed within ten (10) working days of the date of the incident giving rise to the complaint.
2. All written complaints regarding staff members shall be initially filed with the building principal or immediate supervisor. Complaints regarding an administrator shall be filed with the superintendent or designee. Complaints regarding the superintendent shall be filed with the board chairman.

If the complaint does not involve a personnel issue, the written complaint must be filed with the administrator overseeing the educational program or other operation.

3. The administrator receiving the complaint shall investigate and attempt to resolve the issues raised consistently with the district's policies and educational goals. Employees against whom complaints are lodged will be notified in a timely manner that a complaint has been filed and given an opportunity to write a response. At his/her discretion, the administrator will document his/her findings and recommendations for resolution. The complainant and employee will be notified, in writing, of the administrator's findings and recommendations for resolution within ten (10) working days of the date the complaint was filed with the district.
4. If the complaint remains unresolved after an initial review by the administrator, it may be appealed to the superintendent. The appeal must be filed by the complainant or employee within five (5) working days of the date notice of the administrator's findings and recommendations for resolution were mailed or hand delivered to the parties. The superintendent will review the complaint and information obtained during the investigation, and the recommendations for resolution. The superintendent may conduct further investigations and/or meetings as he/she deems necessary. The superintendent

will affirm or modify the administrator's recommendations for resolution. The complainant and employee will be notified, in writing, of the administrator's findings and recommendations for resolution within ten (10) working days of the date the appeal was filed.

5. If the complaint remains unresolved after the superintendent's review, it may be appealed to the board of trustees. The appeal must be filed by the complainant or employee within five (5) working days of the date notice of the superintendent's findings and recommendations for resolution were mailed or hand delivered to the parties. The complaint will be taken up at the board's next regularly scheduled meeting for which it may be placed on the agenda. The complainant, employee, or superintendent may request to address the board. Unless the complaint is directed against the superintendent, no party may address the board unless the superintendent's report regarding the complaint and recommended resolution has been received by the board.

Complaints before the board concerning an employee shall be addressed in executive session except that the employee may require that the hearing be conducted in open session.

All parties to a complaint may be asked to attend the board meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. Individuals must identify whom they represent and may be asked questions regarding their presentation. The board reserved the right to set time limitations for presentations and speakers.

The board's decision regarding resolution of the complaint will be final.

**Last Updated 19 Oct 1998**

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## **1031.1 — RETENTION AND DESTRUCTION OF RECORDS**

### General

The records listed below may be destroyed after the prescribed retention period. When such records are destroyed, the Superintendent shall report the same to the Board of Trustees.

### Records to be Retained for Five (5) Years

The following inactive records shall be retained for five (5) years after the close of the fiscal year to which they apply unless there is pending litigation relating to them:

1. Contracts or agreements.
2. Advertising, job opening announcements, interviews, and related documents.

### Records to be Retained for Ten (10) Years

The following inactive records shall be retained for ten (10) years after the close of the fiscal year to which they apply unless there is pending litigation relating to them:

1. Federal compliance reports.
2. Transcripts and exhibits from administrative hearings.
3. Expired insurance policies.

### Records to be Retained Permanently

The following records shall be retained permanently:

1. Titles to all real property.
2. Blueprints of buildings.
3. Board meeting minutes.
4. Permanent records of all employees which shall include dates of employment, salary paid, certification records, training data, and data relating to employment problems.
5. Permanent student records.
6. Legal description of school district boundaries.
7. Legal description of trustee zones.
8. Records of enrollment and attendance by grades for each year.
9. Deeds of certificates for water rights.
10. Policy manuals and revisions.

**Last Updated: 12 Aug 1985**

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## **1032.1 — MAINTENANCE OF STUDENT RECORDS**

### General

The district shall keep a cumulative folder on all students. The folders shall be stored in a fireproofed, locked file in the administrator's or counselor's office. In addition, students enrolled in special service programs may have separate supporting records maintained in the resource room.

### Records Management

The Superintendent's designee shall serve as records manager for regular files and the special services program folder shall be managed by the special program coordinator.

All records shall be confidential and access logs shall be signed by all who review the records.

Student records shall contain accurate, permanent or semi-permanent information on student grades, test results, attendance and health that will assist the student, staff, and parents in reaching academic, personal, social, and vocational decisions.

### Review and Release of Information

Records may be reviewed by school employees with a legitimate educational interest without parental or student consent. Records may be released to certain educational agencies and other parties identified by law without prior parental or student consent. Before information is released to others not specified above parental or student (if 18 or over,) consent must be given in writing.

Parents and students have the right to review student records at reasonable times and to obtain copies at no cost to the parent or student.

Each year, parents and students shall be notified by press release and/or handouts at registration, of their rights to inspect records and where those records are kept.

#### Record Destruction

Records shall be purged of information no longer needed and parents or students shall be notified.

Parents or eligible students have a right to request and have outdated or irrelevant information deleted from records.

#### General Regulations

The district shall use the booklet “Guidelines For the Management of Student Records” published by the State Department of Education, August 1980, as the district guideline for records management and the accompanying forms, amended as needed, shall be used.

**Last Updated: 26 July 2021**

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### 1042.1 - **DISTRICT PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORK**

#### General

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

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

## Curriculum

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

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

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

### Acceptable Uses:

1. The District provides students with an electronic network to support education and research and for the conduct of school business. Student personal use of computers that is consistent with the District's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of District computers and networks outside of class is permissible, but must comply with District policy. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.
2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
  - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale, use, or purchase any substance the possession or use of which is prohibited by the District's student discipline policy, local, State, or federal law; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate local, State, or federal law; information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
  - B. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading another person's communications; sharing another person's pictures, private information, or

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

N. Using the network while access privileges are revoked.

Internet Safety

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

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

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

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

And, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

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

possesses serious literary, artistic, political, or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.

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

### Internet Filtering

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

1. Nudity/ pornography: Prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites;
2. Sexuality: Sites which contain material of a mature level, images or descriptions of sexual acts, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads;
3. Violence: Sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images;
4. Crime: Information on performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy);
5. Drug Use: Sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-educational use;
6. Tastelessness: Images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context;
7. Language/Profanity: Passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor;
8. Discrimination/Intolerance: Material advocating discrimination (e.g., racial or religious intolerance); sites which promote intolerance, hate, or discrimination;
9. Interactive Mail or Chat: Sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas;
10. Inappropriate Banners: Advertisements containing inappropriate images or words;
11. Gambling: Sites which allow or promote online gambling;
12. Weapons: Sites which promote illegal weapons, sites which promote the use of illegal weapons;
13. Self-Harm: Sites containing content on self harm including cutting, and sites that encourage anorexia, bulimia, etc.; and
14. Judgment Calls: Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with:



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

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

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

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

#### Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian and the student or, if the student is 18 or over, the permission of the student. Students should be aware that conduct on the District’s computer or using the District’s server may be subject to public disclosure depending upon the nature of the communication. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. Staff members may approve exceptions in the case of applications for college or employment. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

#### Student Use of Social Media

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

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

#### Internet Access Conduct Agreements

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

#### Warranties/Indemnification

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

### Violations

If any user violates this policy, the student's access to the District's internet system and computers will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action. The Internet Safety Coordinator or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his or her decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency. If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

### Internet Safety Coordinator

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

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

### Public Notification

The Internet Safety Coordinator shall inform the public via the main District webpage of the District's procedures regarding enforcement of this policy and make them available for review at the District office.

### Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Cross Reference: 2326 Digital Citizenship and Safety Education  
3330 Student Discipline

Legal Reference: I.C. § 33-132 Local School Boards Internet Use Policy Required  
Children’s Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq.

**Last Updated:** 27 July 2020

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### **1051.1 — ACQUIRED IMMUNE DEFICIENCY SYNDROME/HIV (AIDS)**

For the purposes of the guidelines set forth in this policy, the terms “infected individual” includes “infected students” and “infected employees”. These terms are defined as those persons who have been diagnosed as having AIDS or ARC (AIDS Related Complex) and to persons who are asymptomatic carriers who have serologic evidence of infection.

No infected student (employee) shall attend school or school activities until the following review process has been completed. The determination whether an infected student (employee) shall be permitted to attend classes and participate in school activities with other students shall be recommended by an evaluation team on a case by case basis to the Board of Trustees.

The Board of Trustees shall consider the evaluation team’s recommendation and make a final non-precedential determination. The evaluation team shall be composed of public health personnel, the student’s (employee’s) physician, the student’s parent or guardian, school district legal counsel, and appropriate school personnel as determined by the Board of Trustees. In making this recommendation, the team shall consider in each case:

1. The behavior neurological development and physical condition of the student (employee);
2. The expected type of interaction with others in the school setting;
3. The risks and benefits to both the infected individual and others in the school setting.

All school personnel and all others involved in the review process must keep all information confidential including the name of the person suspected of having AIDS. The school district will take every reasonable step to maintain confidentiality, however, there is no guarantee of confidentiality nor is there any implied or expressed recognition of a right of privacy.

**Last Updated:** 13 Mar 1989

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### **1052.1 - Abused and Neglected Child Reporting**

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees and patrons of the School District. It is of particular importance that employees within

the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities on observation and reporting of suspected child abuse, child abandonment or child neglect. The Superintendent shall review with staff the legal requirements concerning suspected child abuse.

“Abuse” is defined in I.C. § 16-1602 of the Idaho Code as any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling. Abuse is further defined in I.C. § 16-1602 to include sexual conduct including rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child’s health or welfare or mental injury to the child abandonment or neglect.

“Abandoned” is defined as the failure of the parent to maintain a normal parental relationship with his/her child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one (1) year is evidence of abandonment. (I.C. § 16-1602(2)).

“Neglected” means a child: Who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them with these items. (See I.C. § 16-1602(25)).

A District employee who has reasonable cause to suspect that a student may be an abused, abandoned or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall notify their supervisor immediately of the case. The supervisor shall immediately notify the Superintendent or the Superintendent’s designee, who shall in turn report or cause to be reported the case to local law enforcement or the Department of Health and Welfare.

Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code § 16-1605 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports that a child has been abused, abandoned or neglected in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed. (I.C. § 16-1606).

In addition, “any person who makes a report or allegation of child abuse, abandonment or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500), whichever is greater, plus attorney’s fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater.” (I.C. § 16-1607).

Any District employee who fails to report a suspected case of abuse, abandonment or neglect, or

who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

Form 1052.1A is to be used to report any suspected child abuse, abandonment or neglect by any employee who suspects such and the completed form is to be given directly to the Superintendent or the Superintendent's designee.

**Last Updated: 16 Jan 2007**

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### **1061.1 – CARRY CONCEAL POLICY**

**Emergency Operations Plan:** The Superintendent shall ensure updating of the District's Emergency Operations Plan and ongoing staff training.

**Firearms Purpose:** Recognizing that District Schools are located in a somewhat isolated area and that response from emergency first responders, including law enforcement personnel, takes approximately 20 to 30 minutes, the Board adopts the following policy to address concerns about effective and timely response to emergency situations at schools, including invasion of the schools by an armed outsider, hostage situations, students who are armed and posing a direct threat of physical harm to themselves or others, and similar circumstances.

**Authorization:** Pursuant to its authority under Idaho Code Title 18 (18-3302D) (f) Notwithstanding the provisions of section 18-3302C, Idaho Code, a person or an employee of the school or school district who is authorized to carry a firearm with the permission of the board of trustees of the school district or the governing board.

(1), the Board may, from time to time, authorize specific school employees to possess certain firearms on school property, at school-sponsored or school-sanctioned events, and at Board meetings. Specifically authorized individuals shall be approved by separate action of the Board. The Board shall issue written authorization to approved employees.

**Concealed Handgun Licensees:** Only those school employees who have obtained and maintain a current license, in accordance with state law, to carry a concealed handgun are eligible to be authorized to possess a firearm on school property.

**Training:** Any school employee authorized by the school board to possess a firearm on school property shall be provided additional training in crisis intervention, management of hostage situations, and other training as the Board or designee may determine necessary or appropriate.

**Permitted Ammunition:** Only frangible ammunition, i.e., ammunition designed to have reduced ricochet hazard, will be permitted in firearms authorized to be on school property.

**Last Updated: 19 Feb 2013**

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