

Hansen School District



Certified Employee Handbook 2020-2021

David Carson -- Superintendent
Kayla Kelly -- Jr./Sr. High School Principal
Heidi Skinner -- Elementary School Principal

Welcome to the Hansen School District. We are pleased to have you join our organization and work with us to fulfill our commitment to develop the skills and qualities necessary to create lifelong learners and productive citizens. As a district committed to achieving excellence for our students, we believe that the achievement of our goals is dependent upon maintaining the quality of our employees and providing a supportive environment for students and staff.

Mission: The Hansen School District staff is committed to seeing each student experience success and graduate from high school. It is our intent to have students productively enter the workforce or enroll in postsecondary education to pursue their career aspirations immediately following high school graduation.

Vision: The Hansen School District will develop the skills and qualities necessary to create lifelong learners and productive citizens.

It is important that you recognize the vital role you play in a child's education regardless of the position you hold. We must depend upon each other in order to complete our work and fulfill our mission on behalf of our community. We sincerely thank you for your commitment to the students of our district, your co-workers, and our community.

This handbook has been reviewed and approved by the Hansen School District Board of Trustees and may be considered policy. As such, it becomes the guidelines for the administration to implement for the safety and efficient management of the Hansen School District. This handbook is designed to answer basic questions about teacher policy and to help standardize teacher conduct. Please become familiar with the contents and keep it accessible throughout the school year. If you are unable to find an answer to your question in this handbook, please consult the building principal and then the superintendent.

The district office is open from 7:30-5:30 Monday through Thursday during the school year and from 7:30-3:30 Monday through Thursday during the summer.

Hansen School District Board of Trustees:

Dave Bjorneberg (Chairman)
Joe Ratto (Vice-Chairman)

Sarah Shields (Trustee)
Brian Stephenson (Trustee)

District policies are set and approved by publicly elected board members. The Hansen School District Board of Trustees consists of five members, each representing a different geographic zone of the city. Each trustee is elected by the qualified voters in their zone, board members serve four year terms.

Board meetings are held once a month at 7:00 p.m. in the junior high/high school library. Agendas are posted on the district webpage and front doors of the junior high/high school at least 48 hours in advance. The public is invited to attend board meetings. Special board meetings are held when necessary and notification is posted at least 24 hours in advance. Cancellation or changed dates are posted in advance, as well. All board meetings offer a portion of time for public comments. Individuals wishing to be heard by the Board will need to contact the district clerk.

Hansen School District Administration and Support Staff: While the board of trustees has the responsibility for governing the school district, the superintendent of schools is its chief executive officer. The function of the superintendent is to provide leadership in developing and maintaining the best possible educational programs and services, and to oversee and administer the use of all district facilities, property, and funds. All school employees are responsible to the superintendent.

David Carson (Superintendent)

Elayne Howell (District Clerk/Business Manager)

Kayla Kelly (Junior High/High School Principal)

Tiffany Conk High School Secretary, Guest Teacher Coordinator)

Heidi Skinner (Elementary Principal)

Jessica Orozco (Elementary Secretary)

Daneille Heuvel (District Special Services Director)

Statement of Beliefs: We believe that.....

- ★ All students can learn.
- ★ Learning is a lifelong activity.
- ★ School should prepare students for the workplace and future endeavors.
- ★ School should enhance citizenship skills.
- ★ Should school provide for a wide range of learning activities.
- ★ Students should be able to work independently as well as cooperatively.
- ★ School should be a safe environment.
- ★ Achievement should be awarded.
- ★ School should be a place where mutual respect and goodwill exists for all.
- ★ School should provide for the physical, social, intellectual and emotional growth of all students.

District Protocol: Access to the Principal, Superintendent, and Board of Trustees-

All Hansen School District employees are encouraged to discuss problems or complaints, no matter how small, with the principal and/or superintendent. Usually issues can be resolved at this level. It is **ONLY** after you feel that an issue has not been resolved by the principal and/or superintendent, that a school board member should be contacted concerning the issue. The principal and superintendent are to be informed that you have made this contact. Following the Chain of Command (below) will help assure problem solving at the lowest and least threatening level. A decision to bypass the administration could be viewed as insubordination.

Chain of Command:

- ★ Hansen Board of Trustees
 - Superintendent- David Carson
 - Building Principals- Kayla Kelly, Heidi Skinner
 - Teachers

- Counselor
- Athletic Director- Jim Lasso
 - Coaches
- Guest Teachers
- Student Teachers
- Classroom Paraprofessionals
- Building Secretaries
- Director of Special Education- Daneille Heuvel
 - Special Education Teachers
 - Speech/Language Pathologist
 - Community Based Rehabilitation Services (CBRS, PSR)
 - Special Education Paraprofessionals
- Business Manager/District Clerk- Elayne Howell
- 21st Century Program Director- Dacia Hernandez
 - Summer School and After School Program Staff
- Director of Information Technology- Hans Heeling
- Supervisor of Food Service- Sherry Petersen
 - Kitchen Supervisor- Rayleen Hughes
 - Kitchen Staff
- Director of Maintenance -- Jeremy Carter
- Director of Custodial -- Tona Miller
- Director of Transportation -- Sasi Novak

All disciplinary or other appeals/and or grievances should follow the order listed below. For more information regarding the certified grievance procedures, please consult the master agreement.

1. Principal
2. Superintendent
3. Board of Trustees

Certification Requirements: Because all certificates for teaching are issued by the state, applicants for teaching certificates must have complete transcripts of all college credits sent to the Certification Division of the State Department of Education and make formal application for the kind of certificate and endorsement needed. An evaluation of transcripts will be made, and the applicant will be notified by the state's certification department of any deficiencies. Employees or potential employees may check with the Human Resources Department for certification, recertification, endorsement applications, and state department phone numbers. Certificates lapse on September 1, in the year of the expiration date.

Contracts: Certified employees may be placed on a Category 1, 2, 3, or Renewable Contract. For specific information on different contracts or questions regarding contracts, please contact the district office.

Personnel Records: Employee records are maintained by the district office. Each certified staff must have an original current teaching license and original college transcripts in their personnel file. Evaluations and records giving reasons for demotions, terminations, or other personnel actions will also be kept in the file. An employee should contact the district office if he or she is interested in viewing his or her personnel file.

At Work Accidents: All accidents occurring at work must be reported to an employee's supervisor or building administrator immediately or within 24 hours, regardless of the severity of the accident or possible injury. An accident report will be completed. All employees requiring medical attention for work-related injuries must first report their incident and then care will be given by the Occupational Health Center, 625 Pole Line Road, Suite 1B, by St. Luke's Magic Valley Regional Medical Center, the district's designated initial service provider. If after-hours care is needed, employees must report to St. Luke's Quick Care at 775 Pole Line Road, Suite 103, at St. Luke's Magic Valley Regional Medical Center. Report to the hospital Emergency Department only if the Occupational Health Center and Quick Care are both closed. When reporting to the initial service provider (i.e., Occupational Health Center, Physician Center, or Emergency Department), employees should identify themselves as a Hansen School District #415 employee. After the initial contact, employees may seek medical services with the provider of his/her choice with approval from the Idaho State Insurance Fund. Before returning to work, employees must provide the district office with a return to work release authorized by a physician.

Employees not following the initial service provider procedures described above may be held responsible for initial visit fees associated with medical services rendered by any other health care provider. The district also reserves the right to require that the employee be seen by the initial service provider, even if the employee has already received medical services from other health care providers.

Keys & Security: Teachers are issued classroom keys and other keys as appropriate to their teaching duties. Teachers are responsible for the keys that they have been issued; do not give your keys to students. If you lose your keys, please contact your supervisor as soon as possible. Keys are not to be duplicated without proper authorization.

Facilities Rental: School district facilities are available for rent by district personnel and community members. For rental information and fees, please contact the district office.

Maintenance Authorization: If an employee has maintenance concerns that need to be addressed within his/her office or work space, he or she should contact the building administrator.

Travel and Travel Reimbursement: Employees can be reimbursed for approved mileage and travel expenses by filling out the district approved travel request form. These forms are available in the district office.

Adverse Weather/School Closures: From time to time, adverse weather conditions may result in school closure. In such an event, employees are not required to report to work.

Jury Duty: Employees serving on jury duty will receive their regular pay. Travel funds incurred and paid by the Court to the employee shall remain the property of the employee.

Public Employees Retirement System of Idaho (PERSI): Employees of public schools are required by law to be members of and participate in the Public Employees Retirement System of Idaho (PERSI). To be eligible an employee, as defined in Section 59-1302(14)(A) includes:

- Any person who normally works twenty (20) hours or more per week for an employer, or a school teacher who works half-time or more for an employer and who receives salary for services rendered for such employer; or
- A person who is separated from service with less than five (5) consecutive months of employment and who is re-employed or reinstated by the same employer within thirty (30) days.

This retirement program does not affect the Social Security program, but is in addition to contributions given and benefits gained under Social Security. Should a member leave public employment before being vested (60 months), all accumulated contributions made by the employee will be refunded after completion of Request for Classified Employee Handbook 25 Separation Benefit Payment. No out-of-state service is granted under PERSI. Detailed information regarding district and state retirement policies and procedures may be obtained from the PERSI representative. You may contact the PERSI office at 1-800-451-8228.

Retirees are eligible for benefits under the State Public Retirement System. Insurance coverage to be provided will be based upon the cash value of one-half of the employee's unused sick leave. The cash value will be calculated at the time of retirement and transferred to the Idaho Public Employees Retirement Board to pay insurance premiums on insurance programs carried by the retiree.

Paydays: Employees will be paid on the 25th of each month. If the 25th falls on a holiday or weekend, payday will be the business day prior to the 25th.

Payroll Deductions: All salaries are subject to deductions for federal and state withholding taxes, GASDI, Medicare, and PERSI. Employees will receive a statement (W-2) of earnings and taxes withheld, no later than January 31 of each calendar year. If an employee leaves

employment with the district, he or she should keep the district informed of his or her address so the appropriate forms can be forwarded. Additional deductions that may be authorized by an employee include; additional withholding taxes, health benefit participation fees (medical, cancer, dental, or vision insurance), **Section 125 policies**, tax shelter annuities, credit union, or life insurance under the public employee retirement system. Employees will need to contact the district office to authorize these or other withholding fees.

Day to Day Procedures and Expectations of Faculty and Staff

Non-Discrimination: Hansen School District is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, and public.

Conduct: Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of district business and are required to comply and conform to Idaho Law and the Code of Ethics of the Idaho Teaching Profession.

- ★ It is expected that an atmosphere of professionalism is maintained at all times.
- ★ Teachers should demonstrate professionalism by being prompt to meetings, conferences, IEP meetings, and 504 meetings. Attendance at 504 meetings and IEP meetings is a necessary part of the process and is required. If a teacher cannot attend, they need to notify their administrator to determine how to proceed.
- ★ Teachers will not use inappropriate language in the classroom or during outside activities involving students.
- ★ Teachers will not, and will not permit students to criticize other teachers or subjects during class time.

Work Day: In general, the staff workday for certified staff is from **7:45-4:15**. Teachers should be available to students in their classrooms by 7:45 and until 4:15. It is understood that there will be instances during your prep period where you may need to run an errand off campus. If this is ever the case, please notify the office when you leave and when you return. No students should be in the building before 7:45 and after 4:15 without supervision. Teachers must be at their doors to greet students each passing period and ready to begin class when the tardy bell rings.

Office Hours: The School Offices will be open from 7:45 to 4:15 every day.

Announcements: Announcements will be given once daily. Only emergency announcements will be given after that time. All announcements must be approved by building administration by 3 p.m. the day before the announcement is to be made. All announcements must be approved by a teacher and then approved by administration before being announced.

Attendance: Attendance is an important legal component of education; we are responsible for knowing the whereabouts of the students during the school day, especially in the case of an emergency or evacuation. Attendance shall be taken **EACH PERIOD within the first 10**

minutes. If a student arrives more than **10 minutes into the class period**, please mark them absent. In the case of a technical difficulty, please call the office and report attendance. Please ask Guest Teachers to report the attendance to the office EACH PERIOD. Students may miss up to 7 days in each semester before losing credit.

Tardies: Any student not in his/her assigned seat at the time the tardy bell rings will be counted as tardy. After 10 minutes of class have elapsed, students entering late will be marked as absent.

Tardy Policy: Students will be allowed to have two tardies. The third tardy will result in an absence and will count against the number of absences in the class period. Tardies will only be excused with a written note from a teacher or administrator.

Discipline: Be Present, Be Positive, Be Proactive, Be Professional: Teachers are expected to follow the District's Discipline Guide. The classroom teacher has the biggest impact on discipline in a school.

- ★ Please have clearly posted classroom rules, expectations, and consequences.
- ★ Be fair, firm, and consistent
- ★ Maintain control of your classroom
- ★ Student discipline incidents should be immediately recorded in PowerSchool and reported to building administrator.

Staff Meetings: (High School Only): Staff meetings will be held once a month after school. Meetings will be held in a teacher's classroom, rotating each time. The host teacher will be asked to provide a quick glimpse of their subject matter, teaching tip, or experience. If a teacher would like to add an item to the agenda, please send the request to the building principal at least two days before the meeting.

Staff Meetings: (Elementary Only): Staff meetings will be held every other Wednesday at 3:30 in the library. The elementary will have grade band meetings in addition to staff meetings.

Syllabi: (High School Only): A syllabus for each course shall be submitted to Mrs. Kelly by the end of the first day of school. An electronic copy is preferred but a hard copy is acceptable.

- ★ What to include in the Syllabus:
 - Course Description
 - Instructional Philosophy
 - Course Goals & Standards
 - Grading Procedures
 - Class Rules
 - Unit Plans
 - Teacher Contact Info.

Please be sure to discuss the syllabus with your class and send home for parents.

Lesson Plans: (High School Only): In order to compile evidence for evaluations, lesson plans for 1 class per week need to be submitted (hard copy) to Mrs. Kelly by Monday afternoon. Mrs. Kelly will respond to lesson plans with questions and for further clarification. Teachers should

have lesson plans completed at least 1 week in advance in case of an emergency. Please include the following in the lesson plan:

- ★ Content & Language Objective
- ★ Common Core Standards
- ★ Activities
- ★ Assessment

Lesson Plans: (Elementary Only): Lesson plans will need to be submitted each week to Mrs. Skinner. Mrs. Skinner will respond to lesson plans with questions and further clarification.

Substitute Teacher Folder: Each teacher is required to have a completed substitute folder with information about his/her classes, emergency lesson plans, and evacuation procedures and information. Remember that most substitutes are not certified teachers; please plan accordingly. Please email your building administrator a copy of your lesson plans and where your folder is located. Leaving insufficient plans or no plans for a guest teacher is not acceptable.

Final Exams: (High School Only): Each class is REQUIRED to give a comprehensive final exam at the end of the each semester at the junior high/high school level. A copy of the final exam needs to be sent to Mrs. Kelly at least one week before the exam is to be given. EVERY student is required to take the final exam and MAY NOT be exempt due to attendance (including tardies) or high grades. **Finals must be given on the assigned scheduled day sent out by Mrs. Kelly.** Make up exams may be scheduled by the individual student and teacher.

Grades: Are confidential assessments of student progress and therefore are not to be shared with any third parties (i.e. anyone who is not the student, legal guardian, or a school employee with a valid interest in their academic plan). Grades MUST be updated in PowerSchool **EVERY Thursday** with a **MINIMUM** of one grade per week per subject. Student work should be graded and returned in a timely fashion.

Textbooks: Please record the # and condition of each book issued to students and have readily available in case of a lost book, student withdrawal, etc... At the end of the semester or year, a fine will be assessed for **any** lost or damaged books. All fines MUST be paid before a student can check out for the year.

Assemblies: All students are required to attend. If you are not directly involved with the assembly, please sit with and monitor your assigned students for that duration of time.

Field Trips: Field trip requests need to be filled out in advance to ensure proper planning can occur. All field trips MUST be approved by the principal BEFORE they are scheduled by filling out a field trip request form. Building administrators coordinate with **Sasi Novak Transportation Director**, to schedule the field trip and also to get the estimated cost. The class or club is responsible for paying the transportation costs of the trip. Every student must have a signed permission slip in the office before they can leave school grounds. The teacher or class

advisor must have a list of students attending the field trip into the office AT LEAST 3 DAYS prior to the field trip. At no time during overnight trips, will advisors be allowed to stay in the same room as students.

Building Security: If you are in the building after school hours, please make sure that ALL doors are shut and locked. Students are NOT to be in the building after school hours without adult supervision. Remember that you are responsible for what happens in the building while you are supervising students.

Building Evacuations: There are emergencies that will occur when the building needs to be evacuated QUICKLY – fire, for example. Every room shall have an evacuation map posted and that evacuation route shall be gone over with every class to ensure students know where to go in case of an actual emergency. When the alarm sounds, students need to exit the building via the nearest and safest exit in a calm and speedy manner. Teachers must take their class lists, a pen/pencil and shut the lights off and lock the door. Proceed to the evacuation area, take attendance, and give a list of missing students to the building administrator or designee. Keep your students together, keep them calm, and wait for further instructions. Evacuation Drills (ie Fire Drills) will be practiced once a month per state law. Teachers may be given advance notice, but are asked to not share with the students.

Lock Down Procedure: There are emergencies that require teachers and students to stay secured in their classrooms. If issued: lock your door and shut it. Immediately turn off your lights, find cover and stay away from your door. Wait for further instructions. DO NOT OPEN YOUR DOOR FOR ANY REASON! A more comprehensive procedure can be found at the end of this handbook.

Hall & After School Duty: (High School Only) See included schedule at the end of this handbook. Mrs. Kelly, along with one other staff member will be assigned lunch duty each week and one person for after school. If you cannot cover your assigned week, please make sure that arrangements are made to have someone cover your shift.

- ★ Lunch Duty: One person to supervise halls and the other to supervise outside or the gym (depending on the month and weather). The halls need to be supervised by 12:25 each day.
- ★ After School Duty: Please be outside directly after the dismissal bell and remain on duty until the last bus has left the campus (usually about 4:10).

Teachers are to be on time at their duty stations. Please do not shift your duty responsibilities onto others by failing to show up.

Recess, Before School, and After School Duty: (Elementary Only) See included schedule at the end of this handbook. Teachers are to be on time at their duty stations. Please do not shift your duty responsibilities onto others by failing to show up. Please let Ms. Conk know of your duty when you have a sub so she can be sure the sub covers your appropriate duty. It is **your**

responsibility to find someone to cover your duty if you are sick or unable to fulfill your assignment.

Advisory: (High School Only): The purpose of Advisory is to meet with the students to check grades and student progress, as well as to promote a more positive school environment through the CORE Advisory curriculum. Each week, students will attend a 35 minute advisory period. The first 15 minutes of Advisory will be for teachers to check grades with their Advisory students. When needed Advisory will be used for class meetings, planning for upcoming events, and for individual student goal setting.

Advisory Schedule: Thursdays

★ 1st Hour:	7:58-8:54	★ Lunch:	11:58-12:28
★ Breakfast:	8:54-9:04	★ 5th Hour:	12:31-1:25
★ 2nd Hour:	9:08-10:02	★ 6th Hour:	1:29-2:23
★ 3rd Hour:	10:06-11:00	★ Advisory:	2:27-3:02
★ 4th Hour:	11:04-11:58	★ 7th Hour:	3:06-4:00

Advisory Teachers:

★ 7 th Grade:	Mrs. Kelly & Ms. Haye	★ Juniors:	Mr. Lasso
★ 8 th Grade:	Ms. Chaney & Mr. Rife	★ Seniors:	Mrs. Eastman & Mrs. Hamilton
★ Freshman:	Mr. Gonzales & Ms. White		
★ Sophomores:	Mrs. Carter & Mr. Thompson		

Extra Curricular Activity Attendance: You are not required to attend extra-curricular activities outside of the contract day; however, it is highly encouraged that you attend at least one event a week. Seeing faculty support helps build relationships and rapport with students outside of the classroom environment.

Abuse: Idaho Code Title 16 Child Protective Act specifies that a person having reasonable cause to suspect that a child under the age of eighteen years has been abused, or who observed the child being subjected to conditions or circumstances which would reasonably result in abuse, shall report or cause to be reported within twenty-four hours such conditions or circumstances to the proper law enforcement agency. It is our obligation and responsibility to take action if it appears that a student is being abused or neglected. Notify the principal and/or the counselor and document evidence immediately if you suspect abuse or neglect.

Tobacco Free Policy: The District maintains tobacco free buildings and grounds 24-hours a day!

Drug Free Workplace: We are committed to a safe working environment, to making adequate provisions for the safety and health of its employees, and to the safety and health of students we serve. The use of illegal drugs, abuse of alcohol, and the misuse of prescription drugs is

unacceptable. All district workplaces are drug and alcohol free zones. All employees are prohibited from: Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on district premises or while performing work for the district. Distribution, consumption, use, possession, or being under the influence of alcohol while on premises or while performing work for the district.

Email: District email is Intended for educational purposes only. E-Mail messages and other Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

Cell Phones: Please keep from using your personal cell phones during instructional time or at school sponsored programs, meetings, or in-services.

Movies: In order to show a movie of any kind, prior permission must be obtained by the building principal. This includes the use of movies in guest teacher plans. Movies should be directly related to lesson plans and should be rated PG or G.

Evaluation of Certificated Personnel: At least 1 informal observation will be done before January 1st and 1 formal evaluation done before June 1st. Formal observations will be scheduled ahead of time and will include a pre and post evaluation meeting to provide time to discuss. Frequent “walk throughs” will also be conducted periodically to get a glimpse of what is happening in the classrooms. An email with what was observed will be sent to you. You can expect to see building principals, and the superintendent in your classroom at different times throughout the year. Please do your best to continue instruction without disruption. If we are there for a reason other than to observe, we will let you know. Teachers will also be doing peer observations throughout the year.

Faculty Dress & Appearance: All aspects of the student dress code apply. Faculty should be professionally dressed at all times; setting examples for our students. Faculty can wear “casual wear” on the last day of the week (Fridays for weeks w/ Student Success Days). Casual wear includes: Jeans worn with polo shirts, staff shirts or school spirit shirts. Frayed or worn jeans or stained t-shirts are inappropriate.

Personal & Emergency Leave: Teachers will be granted personal and emergency leave according to the terms of the current master contract agreement. Personal Leave forms must be approved by the building administrator **before** securing a guest teacher. Please turn personal leave forms to be approved in a timely manner in order to ensure a guest teacher can be secured for the requested dates. Upon recommendation of the Superintendent, and in accordance with law and district policy, certified staff may be granted personal leave pursuant to the following conditions: Leave without pay unless otherwise stated. If leaves are to include expenses payable to the district, the leave approval will so state. Leave will only be granted in units of half or full days. Notice of at least 48 hours is required. The Superintendent, with the

approval of the School Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave.

Family & Medical Leave: In accordance with the provisions of the Family Medical Leave Act of 1993, a leave of absence of up to 12 weeks during a 12 month period may be granted to an eligible employee for the following reasons: Birth of a child, placement of a child into foster care or up for adoption, because of a serious health condition that makes the employee unable to perform the functions of the job, and to care for a sick spouse, child, or parent with a serious health condition.

Sick Days: If you are in need of a sick day, please contact your building administrator ~~and the substitute coordinator~~ as soon as possible. The building administrator will arrange for a substitute teacher with Ms. Conk. Please do not call after 9:00 PM or before 6:00 AM. If sending a text message or an email, please make sure that it was received by your administrator and that a guest teacher is being secured for you.

COVID-19 Plan for Vulnerable Staff

Staff: Follow Center for Disease Control and Prevention guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Follow Families First Coronavirus Response Act

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#:~:text=Up%20to%20an%20additional%2010,care%20provider%20is%20closed%20or>

Follow Family Medical Leave Act <https://www.dol.gov/agencies/whd/fmla>

Flexibility in using other leave (sick leave bank)

Purchase Orders/Requisitions: All purchase orders and requisitions may be completed with your building secretary and must be approved by the principal and superintendent **BEFORE** anything is purchased.

At-work Accidents: If you or a student is injured at school, please notify the building administrator or the office immediately. If help is required, the office will call for medical assistance. If help is IMMEDIATELY necessary, please contact 911. In the event of an injury, please be sure to fill out an injury report form to have on file.

Student Conduct:

Failing Students: If a student is failing, it is the responsibility of the teacher to notify parents either via phone call, email, or letter. Any contact with parents or attempts to contact the parents need to be logged in PowerSchool so that we have record of parent contact.

Student Discipline: Student discipline within the classroom is the responsibility of the teacher. However, if a student continually disrupts the educational process with no regard for the classroom rules, acts in a disrespectful manner towards the teacher, other staff members, or other student, uses inappropriate language, or gets into a fight, they shall immediately be sent

to the principal. Teachers need to log all discipline incidents into Powerschool, so that the administration has a record of it for future reference. Please see the discipline guide at the end of this handbook for more information.

Student Dress Code Violations: Student dress code can be found in the Student Handbook. Students may not wear revealing clothing, spaghetti straps, tank tops, baggy pants, pajama attire (bottoms , slippers, etc.), gang affiliated clothing, hats, bandannas, chains or sharp studs, facial piercings. Shorts must be at least 6 inches from the bottom of the knee. All dress code violations, if not immediately taken care of by visiting with the student, will be settled by the building administrator and the decision will be final. Students will be asked to change and if they refuse will be sent home until the violation is resolved. Please be sure to log any violations in PowerSchool.

Public Displays of Affection (PDA): PDA will not be tolerated in classrooms, halls, or on school property. If students are caught, please give them a warning, and also call or send an email to the building administrator to alert them of the offense. If students are given a warning and are caught again, escort the students to the office to meet with the building administrator. Any students who are caught more than one time will have their parents called and will also be disciplined for continuing to disobey school policy.

Student Cell Phones: If a student has a cell phone or electronic device out in the classroom without teacher permission, it is to be confiscated and brought to the office with **NO EXCEPTIONS**. Your building secretary and administrator will keep a master list of infractions, so please be sure to log any violations in PowerSchool as soon as possible. Students and parents at the secondary level will be required to sign a Cell Phone Usage Agreement at registration acknowledging that they have read and understand the policy. Students WILL NOT be given their cell phones back at the end of the day, instead they will get them back at the end of the next school day.

- ★ 1st Offense: Phone is kept in the office (locked) overnight and will be given back after school the following day.
- ★ 2nd Offense: Phone is kept in the office (locked) overnight and a parent must come in and get the phone.
- ★ 3rd offense: Meeting held between the student, parent, and administration.
- ★ 4th offense: Student will be required to turn in cell phone every morning and will also be disciplined for continuing to disobey school rules.

Fire Alarm Procedures (Elementary)

1. Immediately upon hearing the fire alarm, students, faculty, and others in the building will evacuate the building according to the pre-arranged evacuation route. All belongings will be left in the building. Teachers will bring emergency folders.
2. Students should leave the building without talking. Students are to walk quickly and in single file through the appropriate exit.

3. Teachers should be the last to leave the classroom. Lights should be turned off, and doors should be closed.
4. Regardless of the evacuation exit, teachers and students are to report to the grass field in front of the school (near Walnut). Students should remain in a single file line running north/south with backs turned to the building. Teachers should be at the south end of the student line where they are easily visible to administration.
5. Students in bathrooms, hallways, etc. should use the nearest exit and report to the field and join their class. Students in Title 1, Special Education, or specials should exit with that teacher and then line up with their general classroom teacher outside for attendance purposes.
6. If there is a fire alarm during breakfast, lunch, or recess. Students should report to their general classroom teacher at the field.
7. Once teachers and students have arrived on the field, teachers must take attendance. If all students are present, the teacher will hold a green piece of construction paper. If all students are not present, the teacher will hold a red piece of construction paper.
8. When prompted by office staff or school administration, individuals may return to the building. The building should be entered in the same orderly fashion it was left.

Fire Alarm Procedures (High School)

1. Immediately upon hearing the fire alarm, students, faculty, and others in the building will evacuate the building according to the pre-arranged evacuation route. All belongings will be left in the building. Teachers will bring emergency folders.
2. Students should leave the building without talking. Students are to walk quickly and in single file through the appropriate exit.
3. Teachers should be the last to leave the classroom. Lights should be turned off, and doors should be closed.
4. Regardless of the evacuation exit, teachers and students are to report to the football field. Students should remain in a single file line running east/west with backs turned to the building. Teachers should be at the east end of the student line where they are easily visible to administration. The line should extend as close to the visitors bleachers as possible.
5. Students in bathrooms, locker rooms, hallways, etc. should use the nearest exit and report to the football field with their applicable class period.
6. If there is a fire alarm during breakfast, lunch, or passing period. Students should report to their class advisor(s) at the football field.
7. Once teachers and students have arrived on the field, teachers must take attendance. If all students are present, the teacher will hold a green piece of construction paper. If all students are not present, the teacher will hold a red piece of construction paper.
8. When prompted by office staff or school administration, individuals may return to the building. The building should be entered in the same orderly fashion it was left.

Hansen School District Lockdown Procedures

1. Immediately upon hearing notification of the lockdown, teachers should lock and close their classroom doors, turn off the lights, and close the blinds. As teachers are closing and locking their doors, they should grab any students that happen to be near their classroom regardless of whether they are regularly in that class. The lockdown announcement will be over the intercom if possible, and will simply be heard as “code red”. Faculty and staff should never hesitate to enter a lockdown if they suspect something may be wrong even if they have not received official notification.
2. Teachers should keep students seated on the floor, as far away from doors and windows as possible. (Given what is known about the situation, teachers should find the most appropriate place in the classroom for students- safest corner). Students should be directed to maintain absolute silence.
3. No one is permitted to leave the classroom or open any doors for any reason.
4. If a fire alarm is to sound, it is to be ignored. We will not prompt you to leave the building by use of the fire alarm.
5. The classroom teacher should complete one thing as quickly as possible to help authorities locate the area that may be threatened. **Email the school secretary, counselor, and administrator**, in the subject line indicate whether or not you and your students are in jeopardy. If we receive no communication from you in either form, we will assume that there is a threat present in your classroom or very nearby.
6. The classroom teacher, should then take attendance, and note any missing students, as well as any students they have that they are not normally responsible for in class. In the event that we evacuate the building, teachers should bring their emergency folder with their attendance list.
7. In the event that the lockdown occurs at lunch, students will be locked in the lunch room, and instructed to get under the tables. In the event that the lockdown occurs at recess, students should be ushered into the building and into classrooms as quickly and calmly as possible.
8. Students in the library should report to the nearest classroom. Elementary students should enter the Title 1 math room; secondary students should enter the classroom currently used by Special Education.
9. Students in the gym at the elementary are to enter lockdown mode while staying in the gym, students in the gym at the high school are to climb the stairs to the stage, close the door behind them, and remain out of sight on the sides of the stage area
10. Students that are in the locker room should close the locker room doors and remain inside.
11. Students that are in classrooms other than the general education classroom when the lockdown occurs will remain in that classroom until the lockdown is complete.
12. Any students in the bathrooms should move into a stall, lock the door and stand on the toilet. Students in the hallway should move to the nearest classroom. Do not attempt to leave your classroom to find students or open your door after you have secured it to let anyone in. Anyone who needs to gain access to your room will have a key.
13. “Code blue” will be called over the intercom when it is safe to exit the lock down.

14. If it is necessary to move students to an alternate location during the lockdown, the way you will be notified will vary based on what the situation is that we are experiencing. If you are moved to a secondary location, please move quickly once you are given the go ahead.
15. If at any time outside authorities enter your classroom or communicate with you, please follow their directions verbatim regardless of whether or not it follows protocol. If we are in a true state of emergency, directives will come from authorities once they have arrived on scene.

Daily Required Security Measures

1. Teachers are to carry keys to classrooms and outside doors at all times.
2. Teachers and staff are to keep doors in the locked position. Once doors have been opened upon arrival, the doors should be turned to a locked position. Doors do not have to be kept shut, in the event of a lockdown staff will be able to pull doors closed without having to fumble with keys for locking doors.
3. Teachers and staff are to keep the windows in interior doors covered at all times
4. No one is to open doors for others to come in that normally remain locked. Anyone who does not have a key to open a door needs to enter thru the office door.

Hansen School District Discipline Guide

Belief Statements:

Teaching and learning of the intended curriculum for all students is the highest priority.

Therefore, the misbehavior of one student:

...will not be allowed to interfere with the learning opportunities of another student.

...will not be allowed to interfere with a teacher's responsibility to teach all students.

...will not excuse the misbehaving student from successfully completing the learning objectives.

Behavior Expectations:

Students and staff will demonstrate:

...self-respect

...respect for others

...respect for all things in their environment

Level 1- Personal Environment

This level addresses behaviors that occur in the classroom and only affect the individual. These are behaviors that should generally be addressed in the classroom unless they are recurring even after consequences have been issued by the classroom teacher. ***Before*** a referral is made to the office because of multiple offenses, teachers must have documented incidents ***and*** documented contact with parents in PowerSchool.

These behaviors include:

- The student is off task, but not disrupting others
- The student is failing to turn in homework
- The student is failing to complete assignments
- The student does not come to class prepared
- The student is sleeping during class time

Consequences may include:

- Keeping the student from recess
- Assigning the student lunch detention
- Calling the student's parents for a conference
- Assigning the student a community service project within the classroom
- Time out
- Assigning the student to after school detention
- Other consequence as determined by the teacher with administrative approval or by the administrator or his/her designee

Level 2- Classroom Environment

This level addresses behaviors that occur in the classroom and interfere with the learning of others. These are behaviors that should generally be addressed in the classroom unless they are recurring even after consequences have been issued. If a referral is made to the office because of multiple offenses documentation of such shall be available in PowerSchool.

Teachers must make and document contact with parents in Power School at this level after a warning has been issued.

These behaviors include:

- The student is out of their seat without permission
- The student is disturbing other students
- The student is not following directives
- The student is partaking in horseplay in the classroom
- The student is improperly using equipment
- The student is cheating
- The student is being disrespectful
- The student is talking out inappropriately

Consequences may include:

- Keeping the student from recess
- Assigning the student to after school detention
- Assigning the student lunch detention
- Calling the student's parents for a conference
- Assigning the student a community service project within the classroom
- Time out
- Other consequence as determined by the teacher with administrative approval or by the administrator or his/her designee

Level 3- School Environment

This level addresses behaviors that occur outside the classroom that are not physically threatening, and are not illegal. These are behaviors that do affect an orderly environment.

Level three infractions require a referral to the building administrator. Parents must be contacted when students have a level three infraction. When appropriate law enforcement will be involved. Parents should be given the option to be present if law enforcement is interacting with their child.

These behaviors include:

- The student does not comply with the attendance policy (compulsory attendance)
- The student is using inappropriate or foul language
- The student has excessive tardies
- The student is truant (required in school suspension)
- The student is destructive to or defaces property (required suspension and depending on the severity may be moved to level four (4))
- The student is incorrigible (required suspension and may be referred to law enforcement for status offense)
- The student is disruptive in the hallways, cafeteria, or bus
- The student is disruptive while at a school sponsored activity
- The student is in violation of the dress code after a warning has been issued
- The student is displaying inappropriate affection
- The student is misusing the internet
- The student is found guilty of forgery
- The student displays tacit consent by acting as a spectator of level three or four violations by others

Consequences may include:

- Immediate removal from the environment
- In- school suspension
- Possible involvement of law enforcement
- Out of school suspension
- Parent conference
- Other consequence as determined by an administrator or designee that fits the unacceptable behavior
- Removal from athletics/events/clubs

Level 4- Safe Environment

This level addresses behaviors that are physically threatening to others and/or are illegal. **Level four infractions require a referral to the building administrator.** Parents must be contacted when students have a level four infraction. When appropriate law enforcement will be involved. Parents should be given the option to be present if law enforcement is interacting with their child.

These behaviors include:

- The student is found guilty of arson (immediate suspension and required recommendation for expulsion)
- The student is in a fight (assault or battery of any kind) (required suspension)
- The student files false emergency reports (bomb threats)(required suspension)
- The students shows gross disrespect toward an adult (cursing and name calling)(required suspension)

- The student is found guilty of hazing (required suspension)
- The student is intimidating, threatening, or extorting others (required suspension)
- The student is in possession and or uses alcohol and or drugs (required suspension first offense, required recommendation for expulsion second offense)
- The student is in possession and or uses explosive devices (required recommendation for expulsion)
- The student is in possession and or uses weapons (required suspension, second offense will result in recommendation for expulsion)
- The student is in possession and or uses weapons and shows intent to harm (required recommendation for expulsion)
- The student is sexually harassing others (required suspension)
- The student is found guilty of theft
- The student displays tacit consent by acting as a spectator of violations by others

Consequences may include:

- Immediate removal from the environment
- Police are contacted if the infraction is illegal
- In school suspension
- Out of school suspension
- Recommendation for expulsion
- Other consequence as determined by an administrator or designee that fits the unacceptable behavior
- Removal from athletics/events/clubs

2020-2021 Hansen School District Calendar
Hansen School District Calendar 2020-2021

Days of the Week					S Days	T Days	SPECIAL EVENTS
M	T	W	TH	FR			
August							
3	4	5	6	7			August 5 - School Offices Open August 11 & 12- JR/SR High Registration August 17 & 18 -Teacher Work Days August 19 - School Starts
10	11	12	13	14			
17	18	19	20	21			
24	25	26	27	28			
31					7	9	
September							
	1	2	3	4			September 7 - Labor Day September 17 -Midterm September 18 Student Success Day
7	8	9	10	11			
14	15	16	17	18			
21	22	23	24	25			
28	29	30			17	18	
October							
			1	2			October 9 - Student Success Day October 15 - End of 1st Quarter October 21 - PT Conferences October 22- PT conferences- No school for students
5	6	7	8	9			
12	13	14	15	16			
19	20	21	22	23			
26	27	28	29	30	16	18	
November							
2	3	4	5	6			November 13 - Student Success Day November 19 - Midterm November 25-27 - Thanksgiving Break
9	10	11	12	13			
16	17	18	19	20			
23	24	25	26	27			
30					15	16	
December							
	1	2	3	4			December 11 - Student Success Day December 17 - 1st Semester Ends December 18 - January 1- Winter Break
7	8	9	10	11			
14	15	16	17	18			
21	22	23	24	25			
28	29	30	31		11 (66)	12 (73)	
January							
				1			January 4 School Resumes January 22 - Student Success Day
4	5	6	7	8			
11	12	13	14	15			
18	19	20	21	22			
25	26	27	28	29	16	17	
February							
1	2	3	4	5			February 4- Midterm February 5 - Student Success Day February 15 - President's Day
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
					15	16	
March							
1	2	3	4	5			March 5 - Student Success Day March 11 - End of 3rd Quarter March 17 - P/T Conferences March 18 - PT conferences- No school for students March 19-26 - Spring Break
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
29	30	31			14	16	
April							
			1	2			April 23 - Student Success Day April 29 - Midterm
5	6	7	8	9			
12	13	14	15	16			
19	20	21	22	23			
26	27	28	29	30	17	18	
May							
3	4	5	6	7			May 21 - Student Success Day May 27 - 2nd Semester Ends/Last Day of School May 31 - Memorial Day June 1st - Teacher Work Day
10	11	12	13	14			
17	18	19	20	21			
24	25	26	27	28			
31	1				16	18 (85)	
					144 (78)	158 plus 2 summer PD days	
First/Last Day of School					No School		Student Success Day

ELEMENTARY SPECIALS' SCHEDULE:

	Monday	Tuesday	Wednesday	Thursday
<p>1:35-2:25 Green/Yellow</p> <p style="text-align: center;">Orange</p> <p>10:10-10:35 (3-6)</p> <p>10:40-11:02 (K-2)</p>	<p>PE/Computers: Ms. Torkelson ORANGE: COMPUTER: Ms. Torkelson/Mr. Rush</p> <p>Computers/PE: Mr. Rush (see above)</p> <p>Art: Ms. Triner ORANGE: Ms. Triner</p> <p>Science: Mrs. Rush ORANGE: Mrs. Rush</p>	<p>PE/Computers: Ms. Triner ORANGE: PE: Ms. Triner/Mrs. Rush</p> <p>Computers/PE: Mrs. Rush (see above)</p> <p>Art: Mr. Rush ORANGE: Mr. Rush</p> <p>Science: Ms. Torkelson ORANGE: Ms. Torkelson</p>	<p>PE/Computers: Ms. Torkelson ORANGE: COMPUTER: Ms. Torkelson/Mr. Rush</p> <p>Computers/PE: Mr. Rush (see above)</p> <p>Art: Mrs. Rush ORANGE: Mrs. Rush</p> <p>Science: Ms. Triner ORANGE: Ms. Triner</p>	<p>PE/Computers: Ms. Triner ORANGE: PE: Ms. Triner/Mrs. Rush</p> <p>Computers/PE: Mrs. Rush (see above)</p> <p>Art: Ms. Torkelson ORANGE: Ms. Torkelson</p> <p>Science: Mr. Rush ORANGE: Mr. Rush</p>
<p>2:30-3:24 Green/Yellow</p> <p style="text-align: center;">Orange</p> <p>2:30-2:55 (3-6)</p> <p>3:00-3:24 (K-2)</p>	<p>PE/Computers: Mrs. Schroeder ORANGE: COMPUTER Mrs. Schroeder/2nd grade</p> <p>Computers/PE: Second grade (see above)</p> <p>Art: First grade ORANGE: First grade</p> <p>Science: Mrs. Kuykendall ORANGE: Mrs. Kuykendall</p>	<p>PE/Computers: Mrs. Kuykendall ORANGE: PE Mrs. Kuykendall/1st grade</p> <p>Computers/PE: First grade (see above)</p> <p>Art: Second grade ORANGE: Second grade</p> <p>Science: Mrs. Schroeder ORANGE: Mrs. Schroeder</p>	<p>PE/Computers: Mrs. Schroeder ORANGE: COMPUTER Mrs. Schroeder/2nd grade</p> <p>Computers/PE: Second grade (see above)</p> <p>Art: Mrs. Kuykendall ORANGE: Mrs. Kuykendall</p> <p>Science: First grade ORANGE: First grade</p>	<p>PE/Computers: Mrs. Kuykendall ORANGE: PE Mrs. Kuykendall/1st grade</p> <p>Computers/PE: First grade (see above)</p> <p>Art: Mrs. Schroeder ORANGE: Mrs. Schroeder</p> <p>Science: Second grade ORANGE: Second grade</p>

- Mrs. Hernandez--Computers
- Ms. Gennette--P.E.
- Mrs. Taylor--STEM
- Mrs. Stimpson--Art

2019-2020 High School Supervision (Lunch & After School)

The high school gym will remain closed during the months that it is warm enough for students to be outside (August, September, October, April, and May). The gym will only be open for student use during winter months (November, December, January, February, and March). The gym will not be open for use during Husky Break. The lunch duty schedule will always consist of Jim Lasso, Mrs. Kelly and one other. Mr. Lasso will supervise the lunch line and supervise the cafeteria as well as float to other areas. Mrs. Kelly will supervise the halls, and the third person will need to be supervising the gym or supervising outside (dependent on the month). If you are not able to cover your duty, you must ensure that you have arranged for someone else to be available!

Teachers on after school duty should be outside directly after the dismissal bell rings. Please remain on duty until the busses have left campus, usually about 4:10. If you are not able to cover your duty, you must ensure that you have arranged for someone else to be available!

	Lunch Duty	After School Duty
August 19-20	Kelly/Hamilton	Eastman
August 24-27	Kelly/Carter	White
August 31-Sept 3	Kelly/Chaney	Gonzales
September 7-10	Kelly/Eastman	Thompson
September 14-17	Kelly/Gonzales	Rife
September 21-24	Kelly/Rife	Lasso
September 28- Oct 1	Kelly/Gennette	Carter
October 5-8	Kelly/White	Kelly
October 12-15	Kelly/Thompson	Hamilton
October 19-22	Kelly/Hamilton	Chaney
October 26-29	Kelly/Carter	Eastman
November 2-5	Kelly/Chaney	White
November 9-12	Kelly/Eastman	Gonzales
November 16-19	Kelly/Gonzales	Rife
November 23-24	Kelly/Rife	Thompson
November 30 - Dec 3	Kelly/Gennette	Lasso
December 7-10	Kelly/White	Carter
December 14-17	Kelly/Thompson	Kelly
January 4-7	Kelly/Carter	Hamilton
January 11-14	Kelly/Chaney	Eastman

January 18-21	Kelly/Eastman	Gonzales
January 25-28	Kelly/Gonzales	White
February 1-4	Kelly/Rife	Thompson
February 8-11	Kelly/Gennette	Rife
February 15-18	Kelly/White	Lasso
February 22-26	Kelly/Thompson	Carter
March 1-4	Kelly/Hamilton	Kelly
March 8-11	Kelly/Carter	Davis
March 15-17	Kelly/Chaney	Eastman
March 29-April 1	Kelly/Eastman	Hamilton
April 5-8	Kelly/Gonzales	White
April 12-15	Kelly/Rife	Gonzales
April 19-22	Kelly/Gennette	Thompson
April 26-29	Kelly/White	Rife
May 3-6	Kelly/Thompson	Lasso
May 10-13	Kelly/Hamilton	Carter
May 17-20	Kelly/Carter	Kelly

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:45-8:00 (front of school)	Ms. Grant	Ms. Grant	Ms. Grant	Ms. Grant
7:45-8:00 (Playground)	Mrs. Kuykendall	Mrs. Kuykendall	Mrs. Kuykendall	Mrs. Kuykendall
10:00-10:15 (Playground)	Ms. Mothershead & Mrs. Hogan			
10:15-10:30 (Playground)	Ms. Triner & Mrs. Rush			
11:40-11:55 (Lunch)	Mrs. Taylor & Mrs. Bowman	Mrs. Taylor & Mrs. Bowman	Mrs. Taylor & Mrs. Bowman	Mrs. Taylor & Mrs. Bowman
11:55-12:10 (Playground)	Mrs. Cummings & Mrs. Stimpson			
12:10-12:25 (Playground & wait for all classes to go in)	Mrs. Ledbetter & Mrs. Brizuela			
12:00-12:20	Mrs. Taylor Mrs. Stimpson	Mrs. Taylor Mrs. Stimpson	Mrs. Taylor Mrs. Stimpson	Mrs. Taylor Mrs. Stimpson
1:30-1:45 (3-6)	Ms. Torkelson & Mr. Rush			
1:45-2:00 (K-2)	Mrs. Standley & Mrs. Schroeder			
Bus	Mrs. Setoki, Ms. Kersey, & Mrs. Martinez			
After school	Mrs. Heuvel	Mrs. Heuvel	Mrs. Heuvel	Mrs. Heuvel

8:00 School starts

Morning Recess:

10:00-10:15 K-2

10:15-10:30 3-6

Lunch (these are the times you should BE to the cafeteria--one teacher will walk grade level(s) to the cafeteria and the other will take any students with cold lunch to their designated lunch area. Both teachers will stay with students until 11:40. To go to lunch walk in the front doors to the high school and to exit, walk up the ramp. Keep students together when going to and leaving the cafeteria.

11:15 Kindergarten

11:20 First

11:25 Second

11:30 Third/Fourth

11:35 Fifth/Sixth

Lunch bell will ring for all grades at 12:20.

Afternoon Recess:

1:30-1:45 3-6

1:45-2:00 K-2

3:24 School dismisses

Hansen School District No. 415

PERSONNEL

5240

Sexual Harassment/Sexual Intimidation in the Workplace

According to the Equal Employment Opportunity Commission, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. In addition, principals and supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the Title IX coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Investigation

When an allegation of sexual harassment is made of any employee, the designated school officials will take immediate steps to:

1. Protect the grievant from further harassment;
2. Discuss the matter with and obtain a statement from the accused and his or her representative, if any;
3. Obtain signed statements of witnesses; and
4. Prepare a report of the investigation.

Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications. In addition, all persons involved are prohibited from discussing the matter with co-workers and/or other persons not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Cross Reference: 5250 Uniform Grievance Procedure

Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R. § 1604.11
Title IX of Education Amendments, 20 U.S.C. §§ 1681, et seq.

I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: 7-21-14

Revised on:

Hansen School District No. 415

PERSONNEL

5260

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 regarding 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 at the commencement of each year.

"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 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 report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within twenty four (24) hours.

The School District employees of the District 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 caused 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 to the Department of Health and Welfare or local law enforcement, 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.

Legal Reference:	I.C. § 16-1605	Reporting of Abuse, Abandonment or Neglect
	I.C. § 16-1606	Immunity
	I.C. § 16-1607	Reporting in Bad Faith-Civil Damages
	I.C. § 16-1602	Definitions

Policy History:

Adopted on: 7-21-14

Revised on:

Hansen School District No. 415

PERSONNEL

5320

Drug- and Alcohol-Free Workplace

Purpose

The Hansen School District is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public.

The use of illegal drugs, alcohol, and the misuse of prescription drugs is unacceptable. All District workplaces are hereby declared to be drug- and alcohol-free workplaces. A copy of this policy will be provided to each employee with materials describing the dangers of drug use in the workplace and information on any drug counseling, rehabilitation, or employee assistance programs available.

All employees are prohibited from:

1. Unlawful manufacturing, dispensing, distributing, possessing, being under the influence of a controlled substance, or using illegal drugs or drug paraphernalia, while on District premises, while performing work for the District, or in attendance at District-approved or school-related functions;
2. Distributing, manufacturing, selling, consuming, using, possessing, or being under any degree of intoxication or odor from alcohol while on District premises, while performing work for the District, or in attendance at school-approved or school-related functions; and
3. Taking prescription drugs above the level recommended by the prescribing physician and using prescribed drugs for purposes other than those for which they are intended. In addition, employees will not distribute a prescribed drug to another employee or student.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. 2. Notify his or her Superintendent of his or her conviction under any criminal drug statute including but not limited to the use of controlled substances, alcohol, prescription drugs, or over-the-counter drugs for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

Definitions as Used in This Policy

"Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful. Such term does not include the use of a drug taken under the supervision by a licensed health care professional.

"Drug" or "illegal drug" means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act found in Chapter 27, Title 37 Idaho Code.

"Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

"Controlled Substance" means any drug or substance that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or state controlled substance acts.

"Substance Abuse" is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

Confidentiality

Records that pertain to the District's employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the Superintendent or his designee in a secure fashion to ensure confidentiality and privacy and be disclosed only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. Medical records, and information relating directly thereto, shall be maintained in accordance with the provisions of Idaho law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

Pre-Employment Testing

Applicants being considered for employment positions may be required to submit to a urinalysis test for the detection of the illegal use of drugs. Applicants shall be given a copy of this policy in advance of employment. Applicants must acknowledge having read or had this policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Superintendent or his designee.

An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the District, and such will be considered as a withdrawal of the individual's application for employment. If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the Superintendent or his or her designee. If the first or any requested second confirming test is positive, any job offer shall be revoked.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its authorized designee, and/or the Superintendent, reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the District's Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath, saliva, urine, and/or blood sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Superintendent.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board policy and state law.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and state law.

The District's authorized designee, or the Superintendent are the only individuals in the District authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two (2) types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Cases: Deteriorating job performance or changes in personal traits or characteristics where the use of alcohol or drugs may be reasonably suspected as the cause; and
2. Acute Case: Appearing to be under the influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause in a specific incident or observation.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol, and/or the illegal use or sale of prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury; and
5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in District property, or at District-approved or school-related functions.

Post-Accident Testing

Drivers while on school business or operating a school vehicle involved in a motor vehicle accident which involves either a fatality or the issuance of a citation for a moving violation to the District employee may be tested for alcohol misuse and controlled substance abuse.

The driver will contact the District at the time of the accident unless he or she is physically impaired as a result of the accident. The District will contact the testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

If a driver is not able to produce enough breath to test for alcohol using a state approved breath analyzer, a blood test may be done for alcohol.

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results provided by the District testing laboratory will be accepted. Failure of an employee to submit to testing for either alcohol or a controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within eight (8) hours of the time of the accident. Testing for controlled substances must be done within thirty-two (32) hours of the time of the accident.

The driver subject to post-accident testing must refrain from consuming alcohol for either eight (8) hours following the accident or until he or she submits to an alcohol test, whichever comes first. Failure to do so will constitute a positive test result and will be determined as cause for disciplinary action.

Opportunity to Contest or Explain Test Results

Employees or job applicants who have a positive confirmed test result may explain or contest the result to the Superintendent or his designee within five (5) working days after the Superintendent or designee contacts the employee or job applicant and shows him or her the positive test result as it was received from the laboratory in writing.

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol will, as a condition of returning to duty, shall be required to agree to a reasonable follow-up testing established by the Superintendent or his or her designee. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Superintendent or his designee is to review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. This Agreement must be signed by the employee before the employee is allowed to return to the job. Prior to the employee coming back on the job, the employee must complete a drug and/or alcohol test which shows negative results.

The Superintendent or his or her designee may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Superintendent or his or her designee more than one (1) time within a seventy-two (72) hour period. In the event of positive test results, the Superintendent or his or her designee will work out disciplinary procedures, if any, in accordance with Board policy and state law.

Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this policy. Violation of this policy shall constitute grounds for immediate termination in accordance with Board policy and state law.

Inspections

Employees may be assigned District-owned offices, vehicles, lockers, desks, cabinets, etc. for the mutual convenience of the District and personnel. Employees have no expectation of privacy in any of these locations or any personal belongings which they may place in such areas.

Whenever the Board reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs or that an employee has sold, purchased, used, or possessed alcohol, drugs, or drug paraphernalia on District premises, the Board may search the employee and the employee's locker, desk, or other District property under the control of the employee.

Inspections under this policy are limited to investigations into work-related misconduct and offenses. Any searches for law enforcement purposes must comply with all applicable state laws.

District Action Upon Violation of Policy

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program. The fact that an employee has been referred for assistance and his or her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken. Should the District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent or his or her designee shall notify the appropriate state or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

In determining whether and to what extent an employee will be disciplined or discharged in regard to violating this policy, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the District's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the District's operations; the nature of the criminal offense; the nature of the employee's job with the District; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the District.

An employee can be discharged for work-related misconduct as provided in I.C. 72-1366, for the following reasons:

1. A confirmed positive drug and/or alcohol test, with a test result of not less than .02 BAC;
2. The employee refusing to provide a sample for testing purposes;
3. The employee altering or attempting to alter a test sample by adding a foreign substance; or

4. The employee submitted a sample that is not his or her own. Within thirty (30) days after receiving notice of a conviction, the District will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

Legal Reference: Drug Free Workplace Act of 1988
I.C. 72-1701 through 72-1716

Policy History:

Adopted on: 7-21-14

Revised on:

Hansen School District No. 415

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, or names or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

Respect District Time and Property

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

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

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 the 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. The employee must set up the club, activity, etc. as a group list which will be "closed and moderated";
2. The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means;
3. Members will not be established as "friends" but as members of the group list;
4. 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;
5. Parents shall be permitted to access any site that their child has been invited to join.
6. Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team;
7. The employee responsible for the site will monitor it regularly;
8. The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose;
9. 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;
10. Postings made to the site must comply with the District's Employee Electronic and On-Line Services Usage Policy; and
11. 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: 3270P Acceptable Use of Electronic Networks

Legal Reference: Code of Ethics for Idaho Professional Educators

Policy History:

Adopted on: 7-21-14

Revised on:

Hansen School District No. 415

PERSONNEL

5325P

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

Think Before Posting

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

Be Respectful

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

Remember Your Audience

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

Contact with Students

Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. In order to avoid the appearance of partiality or impropriety, all

electronic communications with students should be through the official District e-mail or your work phone. Do not list current students as friends on social media sites, do not give students your personal e-mail address or phone number, and do not text students.

Keep Personal and Professional Use Separate

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

District Social Media Sites

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

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

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

Procedure History:

Adopted on:

Revised on:

Hansen School District No. 415

PERSONNEL

5330

Employee Electronic Mail and On-Line Services Usage

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

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/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

Use for other informal or personal purposes is permissible within reasonable limits provided it does not interfere with work duties and complies with District policy. All e-mail and internet records are considered District records and should be transmitted only to individuals who have a need to receive them and only relating to educational purposes. 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; 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, or 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.
17. Downloading or disseminating copyrighted or otherwise protected works without permission or license to do so.

Records

District records, including e-mail/internet records are subject to public records requests, disclosure to law enforcement or government officials, or to other third parties through subpoena or other processes. The District may review any and all e-mail of any employee, at any time, with or without cause. Consequently, employees should always ensure that all information contained in e-mail/internet messages is accurate, appropriate, and lawful. E-mail can be used to communicate with parents however, it is important that confidential information about a student never be transmitted via email. A letter, telephone call, or a parent conference may be more appropriate. Please be aware that student-teacher and parent-teacher communication via email is not secure and that any email can become a public record or possibly be obtained by unauthorized users. When communicating with students and parents by e-mail, employees should use their District e-mail rather than a personal e-mail account. E-mail/internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or internet systems, through excessive and/or inappropriate personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment. 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/internet records, employees have no right or expectation of privacy in e-mail or the internet, and the District may review any and all e-mail of any employee, at any time, with or without cause. Employees shall not use the District's equipment, e-mail, network, software, etc. to engage in otherwise confidential communications as there is no right or expectation of privacy in any communication using District property and any such communications are subject to review by District personnel. Depending upon content, email/internet

communications may potentially be disclosed to any member of the public through a public records request. The District owns the computer, networks, and software making up the e-mail and internet system and 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 Employee Electronic Mail and On-Line Services Use Acknowledgment Agreement 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, they 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:

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Revised on:

Hansen School District No. 415

PERSONNEL

5335A1

Employee Use of Electronic Communications Devices- Staff Allowed to Take Devices Home

The Board recognizes that employees may carry electronic communications devices, either District-issued or personally owned, and hereby adopts this policy.

Communication devices issued by the District may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's), mobile computing devices, or laptop computers with "beaming capabilities," citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.

Before they are issued a mobile computing device, each staff member must submit an executed Mobile Computing Device Agreement and the Employee Electronic Mail and On-Line Services Usage Acknowledgment Agreement. Each form must be signed by the staff member.

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

At the end of the school year, the school will collect all devices from staff. At the school's discretion, staff continuing under contract for the next school year and/or for the summer school session may be issued devices to support summer school programs, or other work-related activities.

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

Care and Safety

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Managing Files

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

Staff members should also back up their work frequently using removable file storage or by e-mailing important document to themselves.

Software

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

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

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

Staff members wishing to add additional software onto a device must first obtain the permission of the school's technology department. Each staff member is responsible for ensuring that only licensed software pre-approved by the school's technology department is loaded onto his or her device.

Inspection and Filtering

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

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

Electronic mail, network usage, and any stored files shall not be considered confidential and may be monitored at any time by designated District staff. The District or its designee may demand the return of the device at any time for inspection, copying, or review of all files, histories, saved data, meta-data, or other information on the device. After the inspection, copying, or review of the device, unless there is cause to refrain from doing so, it shall be returned to the employee. Failure to turn over the device upon demand may result in disciplinary action, up to and including termination. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

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

Any individual in receipt of a school issued device does not have the authority to deactivate the remote access feature of the device.

Any employee doing such will be subject to discipline and/or reclamation of the device by the District.

Personalizing District-Issued Mobile Computing Devices

While at no time does the device become the personal property of staff members; they may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Staff members may be permitted to select their own screensavers and backgrounds provided they are appropriate.

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

Should staff members place personalized items on the device such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. Further, the content on such device may be subject to disclosure pursuant to a public records request under the Idaho Public Writings Act. No content placed on District provided devices is privileged or confidential.

Use

Any such devices issued shall be with the expectation that they are to be used for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety and/or as specifically authorized under this policy.

District-issued equipment shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.

District issued equipment must be used consistent with the Code of Ethics for Idaho Professional Educators as well as all state and federal laws relating to electronic communications with students and/or minors.

Any District-issued equipment is to be surrendered to the District immediately upon request.

Protecting and Storing Devices

Staff members are expected to password protect their devices and shall keep their password confidential, except for requested disclosure by the school's administration or personnel of the technology department.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.

Repair of Devices

Staff members are to report all device problems to District technology personnel.

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

Personally-Owned Communications Devices

Employees may carry and use personally-owned cellular telephones, pagers/beepers, and PDA's, mobile computing devices, or laptops with "beaming capabilities" during the school day on school property.

Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Cellular telephones, pagers, beepers, and PDA's should not be used during the employee's normal duty times to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Personally owned mobile computing devices or laptops should not be used during the employee's normal duty times unless such is being used solely for the purposes of one's job duties for the school. Use of cellular telephones, audible pagers/beepers, PDA's, and private use of personal mobile computing devices or laptops should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Any employee violating the above rules may be subject to disciplinary action.

Cross Reference:	5330	Employee Electronic Mail and On-Line Services Usage
	5330F	Employee Electronic Mail and On-Line Services Usage
Acknowledgment	5335F	Mobile Computing Device Agreement
Legal Reference:	I.C. §33-1627	Online Courses - Mobile Computing Devices and Teacher Training

Policy History:

Adopted on: 7-21-14

Revised on: