



# Regulation 0403-50

## Personnel Standard of Conduct

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### Standard Of Conduct

All personnel have a responsibility to make themselves familiar with, and abide by, the laws of the state as they affect their work, the policies of the Board and the regulations designed to implement them.

By accepting employment with West Ada School District, all personnel have a responsibility to the District, the students, the patrons, and to fellow personnel to adhere to expected rules of behavior and conduct. The purpose of these rules is to be certain that personnel understand what conduct is appropriate, necessary and expected. When each person is aware that they can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place for everyone to work.

Each person is expected to act in a kind, mature and responsible way at all times. Actions that include, but are not limited to: willful violation of any federal law, state law, or District policy, and/or any act of insubordination\*, dishonesty, or other negligent conduct that may endanger the health or safety of another, may be cause for immediate dismissal.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

- Adherence to the Idaho Code of Ethics for Idaho Professional Educators.
- Reliable and prompt in attendance at work and following meal periods.
- Support and enforcement of District policies and regulations.
- Diligence in submitting required reports promptly at the time specified.
- Ability to engage in safe, honest, supportive and respectful interactions with students, adults and colleagues at all times.
- Ability to perform reasonable and appropriate assigned work. Failure to perform assigned work may be deemed insubordination, disobedience, or disrespect.
- Responsible for the safety and welfare of students including the need to ensure that students are supervised.
- Personnel must not give a child a ride in a vehicle unless they have the written permission of the child's parent(s)/guardian(s) or in case of an emergency.
- Ability to obtain and maintain minimum qualifications for a position, including licenses or certificates.
- Ability to refrain from malicious gossip and/or spreading rumors, engaging in behavior designed to create discord and lack of harmony, or with willful disregard regarding the effect of such conduct.
- All personnel are responsible for the proper use of public funds.
- Personnel cannot leave campus with a student or students without permission from the administrative team and full knowledge of the parent(s)/guardian(s).
- Appropriate physical behavior includes contact that maintains physical boundaries at all times.
- Electronic communication between adults and students should be transparent and about school, club or program activities. Private messaging via social media and/or online

gaming is prohibited. Emails and/or text messages related to instruction are subject to periodic monitoring.

- Personnel must not misuse or tamper with District owned equipment and electronic devices, including but not limited to vehicles, laptops, monitors, printers, security cameras, and electronic keypads.
- Provide a healthy learning environment and appropriate role models for students by refraining from the use of e-cigarettes, vapes, tobacco products in school buildings or on school grounds, on school buses, or in the presence of students at any school activity sponsored by the district or in any facility of the District.
- Personnel cannot be under the influence of an intoxicating beverage or non-prescription drug or prescription drugs not authorized by the personnel's physician while at work.
- Keep information that has been obtained in the course of professional service confidential.
- Inform their supervisor in the event they receive knowledge that they are under investigation, have been charged with, arrested, or convicted of any felony.
- Teachers are to report the need for a substitute prior to the commencement of the work day as early as possible. For planned absences, teachers are to report the need for a substitute with as much advanced notice as possible. No teacher is to call a substitute and pay for such services from personal funds.

\*Insubordination results when personnel has received and understood a direct order, but refuses to obey. Either the personnel has made an explicit statement of refusal or simply did not complete the task.

## Grounds For Discipline

The type of disciplinary action shall depend on the seriousness of the offense. Cause for disciplinary action may include, but shall not be limited to, the following:

- Misstatements or omissions of fact in completion of the employment application or selection process.
- Furnishing knowingly false information in the course of the personnel's duties and responsibilities.
- Inefficiency, incompetence, carelessness or negligence in the performance of duties.
- Violation of safety rules.
- Inattention to duty or failure to perform assigned duties properly.
- Tardiness or overstaying meal periods.
- Being under the influence of an intoxicating beverage or non-prescription or prescription drug not authorized by the employee's physician, while at work or on District property.
- Insubordination or disrespect to proper authority, refusal or failure to perform assigned work, to comply with a lawful order, or to accept a reasonable and proper assignment from an authorized supervisor.
- Discourteous or offensive treatment of the public or other personnel.
- Falsifying any District document or record, including, but not limited to, time and attendance records; Misuse of District property; improper or unauthorized use of District equipment or supplies; damage to or negligence in the care and handling of District property.
- Horseplay, fighting, assault and/or battery.
- Working overtime without authorization.
- Theft or sabotage of District property.
- Sleeping on the job.
- Seeking or accepting bribes or kickbacks.
- Engaging in outside employment which conflicts with a personnel's responsibilities.
- Engaging in outside activity or conduct which creates a substantial discredit to the District and/or negatively impacts the effective performance of District functions.
- Intimidation or interference with the rights of any personnel.
- Any violation of the District's Non-Discrimination Harassment Policy.
- Abusive, profane, or intemperate language or conduct toward or in the presence of others in the workplace or classroom.
- Carrying firearms or other dangerous weapons while on duty when not required by job duties.

## Protection of Students

District personnel have an obligation and duty to protect and safeguard every student. All District personnel are directed by the Board to:

- Conduct business in such a way that they do not expose or subject students to unnecessary embarrassment or disparagement.
- Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Refrain from excluding any student on the grounds of race, color, creed or national origin from participating in or denying their benefits under any program nor grant any discriminatory consideration or advantage.
- Protect students from conditions detrimental to learning, and safeguard the physiological and/or psychological well-being of all students.
- Serve as mandatory reporters and report any suspected cases of child abuse or neglect to the proper authorities.

## Procedures

- District personnel should respond in a positive and protective manner when students confide in them and/or provide information that is considered important for the employee to know.
- Personnel should relay information given to them by students to the appropriate resource, such as a principal, counselor and/or supervisor, parent, school resource officer, the health and welfare agency, etc. Such information will be released to other individuals only on a "need-to-know" basis.
- Personnel should not discuss the situation or the information disclosed with other students or in the presence of students. Every effort should be made to ensure that students are always protected from embarrassment, harassment and/or ridicule.
- Reports of inappropriate disclosure of confidential information will be investigated by a review panel convened by the appropriate supervisor.

## Professional Appearance

Dress Code applies to all district personnel, at all locations. Clothing for all personnel should be neat, clean, in good repair, without rips, tears, or holes, and appropriate to the personnel's specific workplace environment. Business casual attire shall be the standard dress for personnel with the following exceptions:

Because of the nature of their work, some personnel will need to wear clothing that is applicable and appropriate to the nature of their work, including footwear, clothing, and headwear that are appropriate for their safety.

Physical education teachers, coaches, and athletic volunteers should wear the appropriate attire necessary to meet the requirements of their job responsibilities. Physical education teachers must follow the personnel dress code on parent conference days, and other occasions when not instructing a class.

The guidelines contained in this regulation are not intended to prohibit clothing that is appropriate for thematic instruction activities, or clothing that is necessary for the instruction in a particular classroom, such as lab coats, painting smocks, aprons, jumpsuits, clothing applicable to CTE trades, etc.

Principals may designate days when reasonable modifications to this dress code may be made, such as spirit or theme days, etc. Such days must be set by the school administrator or work area supervisor. No personnel shall be required to make a monetary contribution to take part in such days.

For the purposes of this dress code, business casual is defined as clothing that is less formal than traditional business wear but is still intended to give a professional impression. Examples of business casual attire include but are not limited to:

- Slacks, dress pants, khakis, chinos, dresses, skirts, non-tattered jeans,
- Button-down shirts, sweaters, blouses, polo shirts, cardigans, blazers, sport coats,
- Simple, professional accessories such as scarves, ties, belts, or jewelry.
- Nothing in this dress code shall be construed to restrict or ban personnel from wearing religious clothing and/or accessories, with the exception of unprotected speech. Personnel having religious-based concerns regarding the dress code are encouraged to discuss them with their supervisor. Any appeals of the supervisor's decision shall follow the District's grievance process.

## Care Of Property

Personnel are responsible for the proper use of school property committed to their care and custody. Students should be trained to respect school buildings and materials.

Loss or damage of equipment should be reported immediately to the principal or supervisor.

No school equipment is to be loaned to outside parties without the permission of the principal or supervisor.

Teachers are expected to assist the custodian by turning out lights, closing and locking the windows, and by drawing the shades to the height specified, upon leaving the room at the close of the day.

## District Vehicles

Authorized personnel of the District may use district-owned vehicles for the purpose of performing job related duties in an efficient and economical manner. These vehicles will generally be used for official business and work-related activities.

Unauthorized individuals are prohibited from using District vehicles at any time.

Only those persons whose names, copy of driver license, and signed vehicle use agreement are on file are authorized to use District vehicles.

District owned vehicles will not be offered for lease or loaned to any organization for any purpose.

All District vehicles will be identified with a District logo prominently displayed on the exterior of the vehicle.

A copy of this policy will be maintained in all District vehicles.

## Personnel Obligations

It is the responsibility of each personnel to visually inspect the vehicle prior to its use to ensure that the vehicle is in a safe operating condition.

Each driver is responsible for reporting theft or damage of District vehicle to local police immediately. Additionally, all information relative to theft or damage must be provided to the Chief of Operations or designee within twenty-four (24) hours.

In the event of an accident involving a District owned vehicle, each driver is responsible for responding as follows:

- Negligence or liability should not be admitted.
- No settlement, regardless of how minor, should be offered.

- The name, address, and phone number of any injured person and witnesses should be obtained, if possible.
- Vehicle identification, insurance, District name, and policy numbers should be exchanged with the other driver.
- Take a photograph of the scene of the accident, if possible.
- Call the police if injury to others is involved. It may be appropriate to call police even if there are no injuries.
- Complete the accident report form in the District vehicle.
- Turn all information relative to the accident over to the driver's direct supervisor and the Chief of Operations within twenty-four (24) hours.

## **Prohibition of Commuter Use**

No personnel shall routinely utilize a District owned vehicle for commuter use. In those instances where it is reasonable for personnel to take a District owned vehicle home overnight for the convenience of the District, approval must be obtained by the direct supervisor.

## **Loss of Vehicle Privileges**

Personnel may have vehicle privileges suspended or revoked, and/or may be subject to disciplinary action, and/or may be liable to the District for costs resulting from any misuse of a District owned vehicle. Examples of such misuse include, but are not limited to: use of a District owned vehicle for other than official District business; driving a District vehicle without a valid Idaho driver's license; unsafe driving practices or abuse of the vehicle; smoking or vaping in a District owned vehicle; failure to use proper fuel; improper fuel card usage; transporting unauthorized passengers on a regular basis such as non-District personnel, family members, or friends; failure to report an accident or wrongfully leaving the scene of an accident.

## **Definitions**

- District owned vehicles: Those vehicles owned by or operated on behalf of the District and include, but are not limited to passenger vehicles, sport utility vehicles, pickup trucks, vans and other trucks. School buses are not included in the definition of District owned vehicles for purposes of this policy.
- Commuter use: An employer provided vehicle to travel from home to work and/or from work to home. Routinely driving a District owned vehicle which is parked at a District owned facility near an employee's home, to the employee's assigned work location is also defined as Commuter use for the purpose of taxation.
- Official business and work-related activities: These activities are meant to be narrowly construed. However, there may be times that official business and work-related activities may coincide with a personal purpose; for example, stopping for meals or minor personal errands in-route is permissible.

## **Personnel Personal Property**

Personnel are cautioned to take special care with personal property, as the District does not assume liability for lost, stolen or damaged personal items. Unless specifically authorized by a Board-adopted written Policy, the District is not responsible for personal property such as books, tools, equipment, personal technology, clothing, or other such personal items which employees may bring to or use upon District premises. Personal items that are medical necessary (e.g. prescription eye wear, hearing aids) that are damaged may be subject to reimbursement.

Personnel shall not be required to use personal tools or equipment to perform job responsibilities except with Chief Human Resources Officer authorization.

## Merchandising

No personnel shall refer any student to any specific commercial source regarding any purchase of items or services to be used in school activities, including sports for which there is any pecuniary interest by that personnel.

School time is not to be used by West Ada School District personnel to promote commercial tours and other similar activities. It should be noted the West Ada School District is not the sponsor of such tours and activities.

Procedure:

- Personnel will not be granted professional leave to participate in these activities.
- Building public announcement systems will not be used to promote such programs.
- Class time will not be used to promote these activities.
- The use of school district resources is prohibited.
- Bulletin boards may be used for displaying related materials and classrooms may be used for informational meetings during non-school hours.

## Nepotism and Romance in the Workplace

To minimize the risk of conflicts of interest and promote fairness, the District maintains the following expectations with respect to nepotism and romance in the workplace.

### Definitions

**Relative:** father, mother, husband, wife, child, sister, brother, uncle, aunt, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, great-grandparent, cousin.

**Supervise:** the authority to recommend or approve the relative's appointment, promotion, salary, evaluation, termination, or other similar personnel action.

### Process

No principal, supervisor or personnel shall be responsible for the supervision and/or evaluation of any personnel directly related to them or whom directly involved in a romantic or dating relationship. No personnel shall directly supervise another personnel who is a relative, or are in a relationship with, and have direct responsibility over their salary, wages, pay, or compensation. Personnel shall not evaluate the relative's job performance or recommend salary increases for the relative or romantic relationship.

Current personnel working at the same site, but not in a supervisory and/or evaluative relationship, shall be allowed to continue until such a relationship changes.

Personnel currently employed by the District prior to the inception of such relationship may be transferred to another building or placed under different supervision, if necessary, to eliminate potential conflicts of interest.

## Technology and Internet Acceptable Use

The District provides personnel access to electronic devices, networks, information systems, and the Internet to support education and research for conducting school business. Personnel are required to use all technology resources for purposes appropriate to the education environment and will avoid any use that does not align with the policies, purposes, or objectives of the District.

## **Electronic Devices**

The acceptable use terms apply to all electronic devices, including personal devices. All electronic devices and communications transmitted over the District network must adhere to District policies. While monitoring the District networks for compliance with these acceptable use standards, District personnel may limit or restrict access to District resources, networks, and the Internet for any electronic device (including personal devices).

## **Privacy and Confidentiality**

Personnel should be aware that there is no expectation of privacy for any materials stored, transmitted, or received through the District's electronic network or devices. The District retains the authority to access, monitor, inspect, copy, review, and store all usage of its technology, including Internet access, at any time and without prior notice. This encompasses all information transmitted or received in connection with such use, including documents, emails, and instant messages. Users should understand that deleted messages and documents may still be recoverable and subject to review by designated District personnel for a specific period after deletion.

## **Filtering and Logging**

All District devices and networks, including the Virtual Private Network (VPN), are monitored and recorded for content, sites visited, and duration of use in compliance with Idaho Code. This applies to all guests, students, classified personnel, certified personnel and administrative personnel. Authorized technology personnel can access and review these logs to ensure that District technology is utilized for appropriate educational purposes.

## **Sharing of Education Records**

Electronic mail and documents containing confidential student information, as defined in Policy 504.6 – Education Records, are intended for designated recipients or those with a legitimate educational interest. These materials should not be forwarded or shared with individuals who do not have a legitimate educational interest.

## **Unacceptable Uses of District Technology**

The following actions are deemed unacceptable uses and constitute a breach of this policy. Other forms of unacceptable use may arise beyond those explicitly enumerated in this document:

- Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale, use, or purchase any substance the possession or use of which is prohibited by the District's policy, local, State, or federal law; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate local, State or federal law; Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, or materials that depict the sexual exploitation of minors; information pertaining to manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, or trade secret information.
- Intentionally uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks or other information.
  - Users must promptly notify the technology department upon identifying any potential security issues. Users are prohibited from deliberately searching for security

vulnerabilities, as such actions may be deemed illegal attempts to gain unauthorized access.

- Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying defined as using an electronic device, computer system, or computer network to convey a message in any format, including audio or video, text, graphics, photographic, or any combination thereof, that is intended to harm another individual, their property, person, or reputation, including but not limited to engaging in defamation (harming another's reputation by lies).
- Uses that jeopardize the security of another user's access and the computer network or other networks on the Internet; Sharing one's password with others or allowing others to use them to use one's account; posting or sending messages anonymously or using a name other than ones' own; employing another person's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading another person's communication that has not been shared with you them; and sharing another person's pictures, private information, or messages without their permission.
- The misuse of District resources, such as downloading or copying large files, excessive printing, and occupying excessive file space on shared drives, is prohibited. Designated technology personnel may review and delete individual files (on network directory drives or online accounts) during routine maintenance.
- Downloading, installing, or copying software, applications, plugins, or other executable files without authorization of the Chief Technology Officer.
  - Only District-approved software will be installed by designated personnel on networks or District electronic devices. Appropriate licenses must be held for all software.
  - Peripheral devices (including, but not limited to, printers, scanners, and storage/data devices) must be approved and installed by designated personnel.
- Using District technology including the electronic mail system for:
  - Personal financial gain
  - Personal advertising or promotion
  - For-Profit business activities
  - Unapproved fundraising
  - Inappropriate public relations activities, such as solicitation for religious purposes
  - Inappropriate political purposes
  - Non-job-related purposes
- Utilizing a VPN or any other methods or software to circumvent the District's content filter, internal security systems, or external controls is strictly prohibited.
- Using the network while access privileges are revoked.

## **Personnel Use of Social Media**

Personnel will be held responsible for the content they post on social media platforms. All personnel must adhere to District policies and regulations, ensuring that their actions do not disrupt the educational environment, interfere with school programs or activities, or infringe upon the rights of others. These requirements apply to the use of social media through the District's network or equipment.

## **Copyright**

Users are expected to follow current copyright law. Text or multimedia files from the Internet or other electronic sources should be used in accordance with the Fair Use Guidelines established by federal copyright law and District policies and appropriately cited.

## **E-mail Retention**

Emails will be deleted from a user's account after 190 days. Personnel can mark emails for retention for up to 390 days. The District email system does not archive emails for later retrieval.

## **Personal Technology Equipment and Use at Work**

Personnel are prohibited from bringing personal technology equipment to the workplace, including but not limited to printers and consumer home automation products such as smart speakers. Personal devices pose a risk to the security of the District's network and can compromise the integrity of its systems and sensitive data. To ensure a secure and efficient work environment, all technology used for district purposes must comply with established security protocols and must be provided by the district. Unauthorized personal technology equipment may not be connected to the District's network or used for work-related tasks. Personnel found in violation of this policy may be subject to disciplinary action.

## **Wireless Guest Network**

The District wireless network is an extension of the District network and may be accessed using personal devices such as laptops and mobile phones, following the established protocols provided by the Technology Department.

By using the District wireless network, the user agrees to the following terms:

- The wireless network will only have access to the Internet and will not connect to any District or school server(s), printers, projection devices, or other peripheral devices.
- All Internet usage will be filtered and logged in accordance to District filtering procedures.
- Personal devices connected to the wireless network may be monitored and reviewed at any time by designated technology personnel.
- Personal web accounts accessed while connected to the wireless network may also be monitored and reviewed at any time by designated technology personnel.
- Use of this network is a privilege, not a right. The District reserves the right to limit or restrict connectivity to this network at any time and for any reason without notification.
- The District does not offer technical support for personal devices connected to its network. Users should not anticipate that their personal devices will function on the District's wireless network. Although the District's technology department may occasionally provide limited assistance on a best-effort basis, this should not be expected or relied upon.

## **Consequences Of Inappropriate Use Of Technology Resources**

Any user actions considered inappropriate by a principal, supervisor, or Chief Technology Officer, in accordance with District policy, may result in disciplinary measures. This may include termination and/or legal action, mainly if the actions restrict or inhibit other users from accessing the network or electronic information and communication systems.

If the individual's actions violate other District policies and/or regulations, said individual shall be subject to additional possible disciplinary action.

## **District Limitation of Liability**

The District does not provide any warranties, whether express or implied, in relation to the provision of access to and use of its computer networks and the Internet as outlined in this policy. The District is not liable for any loss, damage, or unavailability of information while using the network, nor for any information retrieved or transmitted via the Internet.

The District will not be held responsible for unauthorized charges or fees incurred through Internet access. Users are fully accountable to the District and must indemnify and hold harmless the District, its Board, administrators, teachers, and personnel from all losses, costs, claims, or damages arising from the user's access to the computer network and Internet, including but not limited to any fees or charges resulting from purchases made by the user.

Furthermore, users (or their parents/legal guardians if the user is a minor) agree to cooperate with the District in the event of an investigation into the user's use of the District's computer network and Internet access.

## Visual Displays On District-Owned Physical Property

Regarding the teaching of controversial issues, personnel are directed to Policy 602.20.

Policy 100.01 and the [Code of Ethics for Idaho Professional Educators \(https://www.sde.idaho.gov/cert-psc/shared/ethics/code-of-ethics-for-professional-educators.pdf\)](https://www.sde.idaho.gov/cert-psc/shared/ethics/code-of-ethics-for-professional-educators.pdf) shall be read consistently with this regulation. Nothing contained in this regulation limits any employee or student of the District from exercising lawfully recognized independent speech or association rights, consistent with all other Policies and/or regulations and as appropriate in a limited public forum public school setting or engaging in instruction of subjects consistent with the District's Policy and approved curriculum. This policy governs the use of District-owned physical property for displays, decorations, and visual content within classrooms and other school facilities, including both permanent and temporary materials.

This regulation applies specifically to the use of District-owned physical property and does not restrict private speech outside of that context. It is the desire of the District that the physical environment of District facilities be content-neutral, conducive to a positive learning environment, and not a distraction to the educational environment.

All physical property of the District should encourage a positive learning environment, and the classroom should be arranged in such a manner to support the instructional goals and District-approved curriculum. To foster these goals, the only other flags, or banners (including posters, signs, pictures or other digital or physical images) that may be flown, posted, or affixed to the physical property of the District will be content neutral and conducive to a positive learning environment.

## Content Neutral

For the purposes of this policy, *content neutral* refers to displays, images, or materials that are directly related to the approved curriculum, school operations, or student achievement. Displays may not promote or oppose any political, ideological, religious, or socially contentious position.

Visuals that are **not content neutral** refer to any symbol or physical representation that meets one or more of the following criteria and are determined to be inconsistent with this policy by the building principal, in consultation with district administration and, when appropriate, legal counsel:

1. The subject of current intense public argument, disagreement, or disapproval.
2. Includes political messages, such as displays of partisan political affiliation or advocacy for specific political candidates or parties.
3. Pertains to contentious ideologies, beliefs, or social issues.
4. Reasonably likely to incite disruption, distraction, or division within the school community.

In evaluating whether a display falls under these criteria, administrators will consider:

1. Alignment with District-approved curriculum or programs.
2. Impact on the educational environment.
3. Feedback or concerns raised by students, staff, or families.
4. Legal and policy guidance.

Examples of accepted displays include, but are not limited to:

1. The current flag of The United States of America;
2. The current Idaho state flag;
3. Official flags of any state in the United States;
4. Official flags of the United States military;
5. Official flags of Idaho Indian tribes;
6. Official flags of recognized foreign nations with which the United States is not engaged in overt military action;
7. Flags or banners used as part of a temporary unit of student instruction within the approved curriculum.
  1. Such flag or banner shall present factually accurate historic events;
8. Displays that are used as a routine and consistent part of the class-approved curriculum in aid of learning and classroom expectations- i.e., periodic table, mathematical equations, the U.S., or Idaho Constitution, motivational posters;
9. Displays that denote a recognition of achievement by the District, School, or class;
10. School or District sports tournament flags or banners, recognizing the participation of a school team;
11. Content promoting post-secondary educational opportunities from colleges, or universities or professional sports teams;
12. Student works/student artwork may be used as part of a temporary display, so long as such artwork is not otherwise in violation of District Policy;
13. Policy 503.20 approved Student Club displays;
14. Classroom activity photos, consistent with FERPA requirements;
15. Personal family photographs of school employees;
16. Promotional materials from athletic and activities sponsors as approved by the Chief of Staff or designee.

## Review Process

### Site Level Review

A school receiving a concern from a parent/guardian of an enrolled student, District personnel or current student regarding a school display, will first try to resolve the issue at the building/site level. In accordance with policy 203.03 complaints and grievances should be handled as close to their origin as possible. To avoid classroom disruption, the display in question will remain in place during the site level review.

In such instances, the following procedures shall apply:

1. In an informal meeting, the building principal or designee, along with the affected personnel shall discuss the specific concerns observed in the classroom display.
2. If an agreement is reached about the scope of the display's use in that building, the building principal shall clearly state in writing to the complainant and the personnel, the terms of the agreement.
3. If an agreement is not reached, a site level appeal may be initiated by the complainant or the personnel within **5 operational days** of being notified of the concern. The appeal shall be conducted as follows:
  - The principal shall bring the visual to the school leadership team within 5 operational days of receiving the appeal.
  - The team must come to a conclusion by a vote of 50% +1 to determine one of the actions listed below. If a simple majority is not initially determined the committee will

- eliminate the option receiving the fewest votes and revote until a simple majority is determined. - The personnel may choose to provide a written rationale for the display. The options for the team to consider are as follows:
- The visual is in alignment with policy 403.50 - The visual is not in alignment with 403.50 - The visual needs to be recreated, similar in nature to maintain neutrality.
4. The administrator must submit rationale for the committees decision in writing to both the complainant and the personnel **within 5 operational days** of the decision.
  5. If either the personnel or the complainant wishes to further challenge the use and placement of the visual, then the matter will be referred to Dr. Shana Hawkins to convene the District Visual Review Committee.

## District Visual Review Committee Reconsideration

After a Site Level Review has been requested and left unresolved, the following procedures shall be in place to appeal the decision regarding a classroom display to the District Visual Review Committee.

The District Visual Review Committee consists of:

- Renee Senander, Chief Human Resources Officer
- The most applicable District personnel to provide context to the visual display; including but not limited to coordinators, directors of instruction and director of curriculum.
- Parents/Guardians with currently enrolled West Ada students, with at least one parent selected from each Trustee Zone.
- This committee shall consist of no fewer than 7 members with parent representation being at least 50% of the committee.

Request for District Reconsideration Within **ten operational days** of the finalized Site Level Review, a request for District Reconsideration may be submitted by either the employee or the complainant.

The request must include:

- Documentation of a completed Site Level Review,
- A completed District Request for Reconsideration of Visual Form.

## Considerations

The committee shall:

- Research the visual display to identify whether it is widely accepted by educational professionals, scholars, or subject matter experts.
- Review the visual display to ensure it complies with all applicable district policies and adheres to relevant state laws and educational guidelines.
- Consider both the strengths and weaknesses of the visual display, including any concerns raised by the complainant and evaluate its overall appropriateness based on its intended use and relevance within the educational program.
- Review the content for neutrality using the following guiding statements:
  - Is the subject of intense public argument, disagreement, or disapproval.
  - Includes political messages, such as displays of partisan political affiliation or advocacy for specific political candidates or parties.
  - Pertains to contentious ideologies, beliefs, or social issues.
  - Reasonably likely to incite disruption, distraction, or division within the school community.
- Voting by the Reconsideration Committee shall take place during the meeting. Each member of the Reconsideration Committee shall have one (1) vote.
- If after an initial vote, a majority of the committee (50%+1) has not reached an agreement on one of the above-referenced resolutions, a re-vote will be taken between the two resolution options that received the highest number of votes in the first vote. If there are

not two clear resolution options that have received the highest number of votes, a re-vote will take place at the discretion of the District Superintendent or Designee, until there is a majority of votes. The decision will be made within the scope of the complaint and will include one of the following:

- The visual is in alignment with policy 403.50
  - The visual is not in alignment with 403.50
  - The visual needs to be recreated, similar in nature to maintain neutrality.
- The employee may choose to provide a written rationale for the display.
  - If the visual proposed for District reconsideration is the subject of a current District Administrative Review or a Site Level Review, the formal reconsideration shall be stayed until the District Administrative Review or Site Level Review has concluded.

## Resolution

The Chief Human Resources Officer shall prepare a written report detailing committees activities, considerations, and the final decision **within ten (10) operational days** of the decision being made. A draft of the report shall be provided to the Superintendent or designee prior to being finalized and issued. A dissenting report may also be filed and distributed.

Once finalized and released, the written report shall be retained by the District Chief Human Resources Officer with copies forwarded to the Superintendent, the Director of Curriculum and Instruction, and the Chief Academic Officer. A dissenting report may also be filed.

The Chief Human Resources Officer will notify the complainant of the decision and will provide the complainant with a copy of the written report of the committee. Committee members will remain anonymous.

The decision of the Reconsideration Committee is binding for all district schools.

- Both the personnel and the complainant reserve the right to appeal the District Reconsideration Committee's decision to the Board of Trustees, who may elect to consider the issue on the assent of the Board Chair or at the request of no fewer than two (2) Trustees. If not considered by the Board, the Committee's decision shall be considered final and binding across the District.
- Said appeal of the committee's decision must be submitted to the Clerk of the Board within five (5) operational days of communication of the Committee's decision.
- It shall be the responsibility of the Chief Human Resources Officer to collect and maintain all District records associated with the activities detailed in this policy.

Any irregularities in process/protocol may be addressed by the Superintendent or designee.

For the purposes of this administrative regulation, "operational days" are defined as days when the employee involved in the review process is actively working under contract. This means that any review-related tasks cannot be conducted during school holidays, scheduled breaks, or the summer months when the employee is not under contract. As a result, review activities may be paused during these non-operational periods, and the associated timelines will be adjusted as needed to allow for the completion of the processes outlined in this regulation.

All proceedings will be conducted with a commitment to confidentiality and non-retaliation. Committee members will remain anonymous, and no retaliatory action shall be taken against any participant in the review process, in accordance with District policy and Idaho law.

## Outside Employment

The District does not object to outside employment of any of its personnel as the District's intent is not to infringe on personal freedom or to discourage its employees from business ventures or entrepreneurial endeavors. However, during the workday, personnel are expected to devote their time and attention in the performance of their assigned duties and maintain their

primary obligation to the District. All District personnel should consult and follow the Code of Ethics of the Idaho Teaching Profession, Principle I - Commitment to the Student, Item 6 and Item 8 which states:

- Item 6. Idaho educators shall refrain from using professional relationships with students for personal advantage.
- Item 8. Idaho educators shall not tutor students assigned to one's classes for remuneration, except when specifically approved by the Board.

In reference to administrators, counselors, school psychologists and such other personnel assigned to the building, the District interprets "assigned to one's classes" to include all students enrolled in the personnel's assigned school(s).

## **District Employees Cannot:**

- Allow outside employment or a business venture to interfere with their performance, duties or responsibilities, infringe upon the workday or contracted year, or interfere with the effectiveness of District work.
- Utilize District facilities, equipment, or materials for personal monetary gain in any outside business, employment or venture.
- Direct subordinates or students to utilize specific products or services from which they will derive personal monetary gain.
- Engage in outside employment or activity which may involve the use of information and/or materials secured as the result of employment in the District.

If there is any doubt about whether any activity, business, employment or venture is in conflict with the official duties and responsibilities of the personnel, it is the responsibility of that employee to consult and obtain approval from the Chief Human Resources Officer.